M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

**Ms. Karen Byrd, Chairperson**

 **Board Members**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: January 23, 2019**

**RE: Declaration as Surplus: Equipment**

**Jonathan Mason, Warehouse Supervisor, requests that the following piece of equipment be declared as surplus:**

* **Floor burnisher/scrubber from Florence Elementary School**
* **Seven butcher block food prep tables pulled from schools around the district from the Food Service Department.**

**The equipment is worn out, broken and/or unrepairable. It will be recycled, disposed as scrap or sold via auction per the Board policies.**

**All Items being disposed are documented and kept on file in the Finance Office for review.**

**I request that the Board declare the items as surplus and approve the disposal in accordance with Board Policy, as presented.**