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: Technology Equipment**

**Jonathan Mason, Warehouse Supervisor, requests that certain technology equipment be declared as surplus. This equipment consists of audio/visual equipment (smart–boards, projectors, cameras, VCR’s, DVD players, flat screen TV monitors, headphones); computer peripherals (monitors, printers, keyboards, cables, touch-screen registers); computers (CPU’s, laptops, iPads); and miscellaneous technology items (routers, power supplies, hubs, batteries, iPhones); The equipment is at the end of its useful life and/or broken and unrepairable. They 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.**