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: April 2, 2019**

**RE: Declaration as Surplus: Technology Equipment**

**Jonathan Mason, Warehouse Supervisor, requests that the items shown below be declared as surplus.**



**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.**