M E M O R A N D U M

**TO: Randy Poe, Superintendent**

**Karen Byrd, Chairperson**

 **Board Members**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: April 29, 2019**

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

**Jonathan Mason, Warehouse Supervisor, requests that the items shown below be declared as surplus. The items are either at the end of their useful life, or are broken and beyond repair. All technology items will be recycled per District policy and proceeds from disposal will be directed to the Finance Department.**

* **Longbranch Elementary: Projectors, Printers, Monitors, Desktop and Laptop Computers, and iPads.**
* **Technology Department: Computers, Monitors, Touch Screen Registers, Laser Printers, and Keyboards**
* **Food Service Department: Printer, Cash Registers, Mixer, Can Openers, Fry Baskets.**

**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.**