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: May 29, 2019**

**RE: Declaration as Surplus: Technology and 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.**

* **Student Services: Keyboards, PA System, Receivers, Transmitters and Printers.**
* **OES: Four Two-way Radios**
* **Food Services: Printer, Cash Register, Mixer, Can Opener, Fry Basket**
* **Central Office: Fifteen Cell Phones**
* **GES: Riso EZ220 Copier**
* **LES/CEMS: Computers, Monitors, Keyboards, Mice, Power Cords**
* **FES: Computers, CD and DVD Players, Microphones, Headphones, Power Cords, Digital Camera, Keyboards, iPads**
* **RCHS: Monitors, Printers, Desktop/Laptop Computers, Keyboards, Mice, Video Camera, Projectors**

**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.**