M E M O R A N D U M

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

**Ms. Karen Byrd, Chairperson**

**Board Members**

**FROM: Jehan M. Ghouse, Purchasing Administrator**

**DATE: Jun 25, 2019**

**RE: Declaration of Surplus Vehicles Spare Parts**

**Bob Barrix, Transportation Director, requests that the items shown on the Attachment 1 be declared as surplus and approved for disposal. The parts are obsolete and have no use for the current fleet of vehicles.**

**All items declared as surplus and subject to disposal are documented and kept on file in the Finance Office for review.**

**I request the Board declare the items shown in Attachments as surplus and approve disposal in compliance with Board policy, as presented**