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: August 27, 2019**

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

**Jonathan Mason, Warehouse Supervisor, requests that the items shown on the reverse side 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. All other items will be sold for scrap or disposed of according to district protocol.**

**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.**

**SURPLUS ITEMS FROM THE WAREHOUSE: SEPTEMBER 2019**

* **Collins Elementary: Dell desktops and monitors, Dell laptops, HP printers, Epson projectors and document cameras**
* **Florence Elementary: end of life TV’s**
* **Cooper High School: Monitors, Dell desktops, Ipads, tablets, Chromebooks, batteries**
* **Goodridge Elementary: Dell Latitiudes, Acer Chromebooks, Samsung Chromebooks, docking stations, power supplies, smart board, HP printer**
* **Kelly Elementary: UPS power supplies**
* **Ryle High School: document cameras, Sanyo projector, Dell Chromebooks, speakers, DVD players, phones, Dell Latitude laptops, HP printers,**
* **New Haven Elementary: monitors, HP printer, VCR, Keyboards and cords, projector, Linksis hubs, dvd players, Brightlink devices, Dell Optiplex 780’s**
* **Yealey Elementary: Dell Optiplex computers, keyboards, mice and cords; ipads; library shelving**
* **Erpenbeck Elementary: Dell Optiplex computers, monitors, ipads, laptops, projectors**
* **Mann Elementary: Dell Optiplex computers, Dell Latitiude laptops**
* **Conner HS: Dell Optiplex computer**
* **IT: Avaya Phones**
* **Burlington Elementary: Dell Optiplex computers**
* **Finance and Human Resources: Canon and Ricoh Copier Machines**