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: August 27, 2019**

**RE: Declaration as Surplus: Text Books from Longbranch**

 **Elementary School**

**Longbranch Elementary School has requested that the text books shown below be declared as surplus:**



**The books are out of date and no longer in use at Longbranch. They will be recycled, disposed as scrap, or sold via auction per Board policies.**

**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.**