M E M O R A N D U M

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

**Ms. Karen Byrd, Chairperson**

 **Board Members**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: October 31, 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, or donated 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: NOVEMBER 2019**

