M E M O R A N D U M

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

**Mr. Matt McIntire, Chairperson**

**Board Members**

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

**DATE: March 25 2020**

**RE: Declaration of Surplus Equipment**

**Dan Razor, Director of Facility Management requests that the equipment below be declared as surplus and approved for disposal. It is deemed to be in poor condition and not economically feasible to repair.**

**John Deere 5420 Tractor**

**Serial #LV54200524813**

**Asset Tag#16670**

**All items being disposed are documented and kept on file in the Finance Office for review.**

**I request the Board declare this equipment as surplus and approve its disposal per Board Policy, as presented.**