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: April 23, 2020**

**RE: Declaration of Surplus Vehicle Parts**

**Bob Barrix, Transportation Director, requests that the vehicle parts shown on the attached pages be declared as surplus and approved for disposal. They are deemed to obsolete and the Transportation Department no longer has a use for them.**

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

**I request the Board declare these vehicle parts as surplus and approve the disposal per Board policy, as presented.**