M E M O R A N D U M

**TO: Mr. Matt McIntire, Chairperson**

 **Dr. Maria Brown**

 **Ms. Karen Byrd**

 **Ms. Julia Pyle**

 **Mr. Troy Fryman**

**Mr. Matthew Turner, Superintendent**

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

**DATE: July 7, 2020**

**RE: Declaration of Surplus Vehicle for Trade-In**

**Bob Barrix, Transportation Director, requests that the vehicle shown below be declared as surplus and approved for disposal via a trade-in for a replacement. It is deemed to be in poor condition and economically not feasible to maintain.**



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

**I request the Board declare this vehicle as surplus and approve the disposal of the vehicle via a trade-in for a replacement, as presented.**