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: August 21, 2020**

**RE: Declaration of Surplus Vehicles**

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



**Note: Due to an administrative oversight, the above vehicle was sold before it was declared surplus. Therefore, this request is being made retroactive to June 1, 2020.**

**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 as presented.**