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 31, 2020**

**RE: Declaration of Surplus: Textbooks from Conner High School (CHS)**

**CHS has requested that the textbooks shown below be declared as surplus:**



**The books are out of date and no longer in use at CHS.**

**The books will be recycled, disposed as scrap, or sold via auction per Board polices.**

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

**I request the board declare these books as surplus and disposed of, as presented.**