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: September 23, 2020**

**RE: Declaration as Surplus: Textbooks and Compact Discs from Ryle High School (RHS)**

**RHS has requested that the Math and English textbooks and compact discs shown on the attachment, declared as surplus. These items are out of date (2012 and prior) and no longer in use at RHS.**

**The books will be recycled, donated, 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.**