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: October 25, 2020**

**RE: Declaration as Surplus: Set of Tenor Drums: Conner High School (CHS)**

**CHS has requested that a set of Tenor Drums no longer used by the school be declared as surplus. The Campbell County School District has offered to purchase this item for $175.**

**I request the Board declare the set of drums as surplus and approve the sale, as presented.**