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 28, 2020**

**RE: Warehouse Declaration as Surplus: Technology and Other Items**

**Jonathan Mason, Warehouse Supervisor, requests that the items shown on the attached list be declared as surplus. The items are either at the end of their useful life, or are broken and beyond repair. All technology items will be recycled per District policy and proceeds from disposal will be directed to the Finance Department. All other items will be sold for scrap, disposed of, or donated according to district protocol.**

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

**I request that the Board declare the items as surplus and approve the disposal in accordance with Board Policy, as presented.**