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 19, 2020**

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

**CHS has requested that the textbooks shown below, be declared as surplus. These items are out of date (2010 and prior) and no longer in use at CHS.**



**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 approve disposal, as presented.**