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: November 20, 2020**

**RE: Declaration as Surplus: Copiers from Ryle High School (RHS)**

**RHS’ copiers are at the end of their lease term. The lease has a “$1 Buyout Option” which does not require the equipment to be returned at the end of the lease. Upon transfer of ownership to the BCBOE, approval is requested to declare the following copiers as surplus, and dispose of them in accordance with Board policies.**



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

**I request the Board declare these Copiers as surplus and approve disposal, as presented.**