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 of Surplus Vehicle Parts**

**Bob Barrix, Transportation Director, requests that the vehicle parts shown on the attached page be declared as surplus and approved for disposal. They are deemed to be obsolete and the Transportation Department no longer has a use for them.**

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

**I request the Board declare these vehicle parts as surplus and approve the disposal per Board policy, as presented.**