M E M O R A N D U M

**TO: Dr. Maria Brown, Chairperson**

**Karen Byrd**

**Julia Pile**

**Jesse Parks**

**Dr. Tiffany Schussler**

**Matthew Turner, Superintendent**

**FROM: Jehan M. Ghouse, Purchasing Administrator**

**DATE: March 29, 2021**

**RE:**

**Ryle High School (RHS) Declaration of Surplus Textbooks**

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 These items are out of date and no longer in use at RHS.**



**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.**