INFORMATION SHEET FOR 02/09/2021 TRUSTEES' MEETING

Attachment: 4.4

TO: James W. Bridges

FOR: Board of Trustees

FROM: Dena Whittington

ISSUE: Surplus Equipment

BACKGROUND:

The Operations Department currently has desks, chairs and obsolete phone equipment being stored in the bus barn. To free up the space occupied by this outdated and non-functioning furniture and equipment, we would like to surplus the items.

ITEMS TO BE SUPLUSED:

Description of Items: multiple desks, chairs and phones.

DISPOSITION OF ITEMS:

The Business Services Department has conducted an online search for the value of the items. The value of individual items has not exceeded $20 each. The Business Services Department is in contact with a local vendor to pick up and properly dispose of the items. Phones will be E-waste according to local requirements.

RECOMMENDATION: Approve the items as surplus.