INFORMATION SHEET FOR 11/10/2020 TRUSTEES' MEETING

Attachment: 4.4

TO: James W. Bridges

FOR: Board of Trustees

FROM: Dena Whittington

ISSUE: Surplus Equipment

BACKGROUND:

The Operations Department has maintained storage of office furniture, marker boards and student desks at the temp campus. To free up the space occupied by this outdated and non-functioning furniture and equipment, we would like to surplus the items.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 and marker boards

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.

RECOMMENDATION: Approve the items as surplus.