INFORMATION SHEET FOR 10/13/2020 TRUSTEES' MEETING

Attachment: 4.4

TO: James W. Bridges

FOR: Board of Trustees

FROM: Dena Whittington

ISSUE: Surplus Item

BACKGROUND:

The Maintenance Department has maintained storage of an office desk that the school district is no longer using due to outdated or non-functioning equipment. To free up the space occupied by this outdated and/or non-functioning equipment, we would like to surplus the items listed below.

ITEMS TO BE SUPLUSED:

Wood Office Desk; Property Tag Number 02631

DISPOSITION OF ITEMS:

Item is outdated and will be disposed of properly.

RECOMMENDATION: Approve the item listed as surplus.