INFORMATION SHEET FOR 10/8/2019 TRUSTEES' MEETING

Attachment: 7.3

TO: James W. Bridges

FOR: Board of Trustees

FROM: Dena Whittington

ISSUE: Surplus Obsolete Lunch Tables, Office Furniture and Musical Instruments

BACKGROUND:

The Operations Department has maintained storage of 33 cafeteria lunch tables, 12 office chairs and various musical instruments which have all been replaced. To free up the space occupied by this outdated and non-functioning furniture and equipment, we would like to surplus the items.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: 33 cafeteria lunch tables and 12 office chairs and various musical instruments

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 auction and/or dispose of the items.

RECOMMENDATION: Approve the items listed as surplus.

Musical Instruments:

Serial Number	Description of Instrument
GC890071	Euphonium
YTS-23/215589	Tenor Saxophone
531597	Tuba

Jefferson Serial Number	Description of Instrument
00579	Trumpet
01130	French Horn
00138	Timpani
00581	Timpani
00582	Timpani

Furniture Items:

Quantity	Description of Item
33	Cafeteria Lunch Tables
12	Office Chairs