

Purpose:

Action Item- Surplus Removal

Seeking approval to recycle the following surplus items in our inventory.

ITEM DESCRIPTION/ MODEL/SERIAL #:			76 Chromebooks – HP's and Lenova 100e's				
MRSD TAG #:	Serial Numbers for machines available upon request						
BUILDING NAME:	District Office			ROOM #:	IT Office		
REASON FOR DISPOSAL:	These are chromebooks that have been used for parts and are no longer working machines. We would like to decommission them in Google and remove them from the library system as part of our inventory project.						
DISPOSAL OK BY MAINT:				DISPOSAL TYPE:			

Respectfully Submitted by:

Chris Shaw, Technology Director, and Lauree Nelzen, Exec Assistant