

MEMORANDUM

*Bobbie Bilinski, District Treasurer/Purchasing Agent
WCCSD Business Office
(585) 889-6225*

To: Board of Education

From: Business Office
Jessica Jackson and Bobbie Bilinski

Date: August 13, 2018

Re: Approval of Excess Items

We are requesting approval for the sale and/or disposal of the excess items below. Pursuant to the Board of Education Policy #5250, these items are obsolete, surplus, or unusable by the District and will be disposed of in a manner that is advantageous to the District.

Items:

TJ Connor School:

- Used/out of date reading/ELA materials
- Used/out of date science materials
- Used/out of date math materials
- Used/out of date social studies materials
- Used/out of date novels
- Used/out of date miscellaneous materials

District Office-Business Office:

- Office Shredder that no longer works

Regards,
Bobbie Bilinski