

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: June 10, 2019

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:

District Office, Records Room #314:

- Shredmaster 5550X
- HP Laserjet 1022
- Ricoh Super G3
- Pitney Bowes – Postage Meter
- Usherwood, Canon C5035
- Usherwood, Canon C34801

T.J. Connor, Stage:

- Desks, Tables, Chairs and Shelves
- Physical Education Equipment
- Fax machine and telephone
- Various Books
- Califone PA 319 Speaker with transmitters and headsets and stand

Regards,
Bobbie Bilinski