

memorandum

to: J. Phelan, Superintendent
from: Karla Koza, Principal, Chenery Middle School
subject: Surplus Materials
date: 2/4/2022
cc: J. Darias, A. Dicolgero, D. Blazon, M. McAllister

At their next meeting, please request that the Belmont School Committee declare the materials and equipment listed in the chart and visual below as surplus and authorize their disposal.

The items proposed for disposal have no resale value, and the method of disposal (recycling) is the lowest cost. Please let me know if you have any questions or concerns.

Manufacturer	Description	Model/Serial Number <i>(where applicable)</i>	Additional Information
Canon	Copier		CMS inherited this copier from the high school when the other one died. That was at least 8-10 years ago. Since then it has been chronically out of order as it jams all the time. The total copies is 1,464,318. Copy count is 1,464,318.

