

BELMONT PUBLIC SCHOOLS
Belmont, Massachusetts

TO: John P. Phelan, Superintendent of Schools
FROM: Anthony DiCologero
DATE: February 11, 2022
RE: Surplus Materials

At the next School Committee meeting, I am requesting a desk in the Business Office be declared surplus material. I approved a desk suitable for modern office operations (computer size, spreading out of reports, etc.).

We need to dispose of the old cubical workstation that is 20+ years old and not conducive to be used by any person using a computer.

We expect to be able to dispose of the items at no cost.