



**Finance Department**  
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Date: 16 August 2016

To: President, Board of Public Works & Safety

RE: Surplus Equipment

The Finance Department requests approval from the Board of Public Works & Safety to surplus outdated electronic equipment and furniture.

Description	Condition	Estimated Value	Status	Asset #
1. Transcribing Machine & Accessories (foot pedals/headphones)	Broken	\$0	Out of Service	None
2. Tabletop & Podium Microphones & Cords	Used	\$0	Out of Service	None
3. CD Recorder/Player	Used	\$0	Out of Service	None
4. Metal Straight-back chairs (2)	Used	\$0	Out of Service	None

Respectfully submitted by,

Peter L. Gray, City Controller