

**MEMORANDUM**

To: Pat Ditri, Administrative Assistant  
Business Office

From: Linda Ionta, Director of Athletics,  
Health, Physical Education & Nurses

Re: Disposal of Equipment

Date: March 26, 2013

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The following items were located in the Weight Room at the High School and have been relocated to the Hannah Caldwell storage center on March 26, 2013, for disposal, *pending Board approval.*

| <u>Total</u> | <u>Description</u>      | <u>UBOE Tag Code #</u> |
|--------------|-------------------------|------------------------|
| 1            | Aerodyne Bike           | 04423                  |
| 1            | Aerodyne Bike           | 04428                  |
| 1            | Aerodyne Bike           | none                   |
| 1            | Star-Trac Stair Stepper | none                   |

Any concerns or questions, please call me at x6508.

Copy to:  
Janice Hibbard - Maintenance Department



