



Purchasing Department  
20 N. 6<sup>th</sup> Street  
Lafayette, IN 47901

To: Board of Public Works & Safety

From: Dave Payne, Purchasing Manager

Date: February 9, 2023

Subject: Declaration of Surplus Property

Surplus Property

The Purchasing Department is requesting the toner cartridges listed below be declared as surplus property. The copier has been replaced and these cartridges will be sold to Cash4Toners.com.

<b>Brand</b>	<b>Model</b>	<b>Quantity</b>
Sharp	MX-31NTYA	1
Sharp	MX-31NTMA	1
Sharp	MX-31NTCA	1

A motion has been made and seconded to declare the aforementioned items as surplus property.



Approved by the Board of Public Works and Safety on the 14<sup>th</sup> day of February, 2023.

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Gary Henriott, President

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Cindy Murray, member

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Norm Childress, member

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Ronald Shriner, member

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Amy Moulton, member

ATTEST:

\_\_\_\_\_  
Mindy Miller Riehle, 1<sup>st</sup> Deputy Clerk

Date: \_\_\_\_\_