

MEMO

RECEIVED

MAR 26 2015

BUSINESS OFFICE

To: Lorelei Case
From: Donald Preiss
Date: October 17, 2011
Subject: Surplus Vehicle

The Buildings & Grounds Department has a vehicle that has been used far beyond its expected time.

It is vehicle #26, a 2001 Dodge ¾ ton pickup that the grounds department used. The vehicle currently has 59,033 miles on it. Although the mileage is low, the frame and body panels have considerable rust. I would like to sell it as surplus, in an "as is" condition.

Thank you.

