



Port Jervis
SCHOOL DISTRICT

Lisa Buczek
Administrative Aide
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To Whom It May Concern,

I am requesting permission from the BOE to dispose of 6 ricoh copier/printer/fax machines from the following locations as they are outdated.

ASK Office
ASK food service
PPS
Registration
MS Library
Admin. Office

If you need additional information, please feel free to contact me.

Sincerely,

Lisa Buczek
Administrative Aide