

**Lucy Flores Mendez**

**From:** Silas Halloran-Steiner  
**Sent:** Wednesday, September 24, 2014 2:11 PM  
**To:** Kathy George; Laura Tschabold  
**Cc:** Christian Boenisch; Mary Starrett; Margaret Jarmer; Lucy Flores Mendez; Lindsey Manfrin  
**Subject:** Board Consideration: List of Items to be Donated

Hi Kathy and Laura,

Below you will find a list of items from our Newberg office that I recommend we declare as County surplus. These items total an approximate value of \$150.00. We acquired these items over the past couple of years in the Public Health division and we have been storing them in a back storage room. We now need this storage space for archived charts. All items are not currently being used and we do not anticipate using them in the near future.

I would like to request that these supplies be declared surplus so that we can donate to Goodwill or a local school or faith-based organization where they can continue to be used by the community.

- 5 clipboards
- 5 packages of business card holders sheets
- 4 packages of index cards
- One 3 hole puncher
- One 2 hole puncher
- 5-6 dozen 3 ring binders
- 2 calculators
- Old style hanging file folders
- 3 small carts (for hauling items)
- 1 medium size cork board.

Please let me know if you have any questions.

Lucy, please place this on next week's Board Agenda.

Thanks,

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Board of Commissioners on  
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# 14-599

Our Vision: People in Yamhill County live, work, learn, and play in safe communities that support wellness and dignity.

Our Mission: To promote the public's physical, emotional and social well-being through services, prevention, education, and partnerships.

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