

MEMORANDUM

TO: Town Manager
FROM: Procurement Office
DATE: August 11, 2021
RE: Request to Surplus

The Recreation Department has requested to declare a Precor EFX544 Elliptical as surplus. It is believed the Town came to received this machine as a donation some time ago. The mechanical features are inoperable, and there are sharp edges and it is recommended that this equipment be disposed of as it no longer has value.

Shaylia Marquis
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