

To: President and Members of the Munster Town Council

From: Wendy Mis, Clerk-Treasurer

Date: April 15, 2024

Re: Disposal of Equipment

The following list of equipment is no longer serviceable. The items have no resale value. Council is asked to declare the items surplus and authorize their disposal.

<u>Description</u>	<u>Model</u>	<u>Serial</u>
Swingline Stapler	N/A	
Technet Mouse	BM306	
Kensington Keyboard	K7540105	
Mr. Coffee Coffee Pot	N/A	
Bunn Coffee Maker	C-18	40368
Pet tags (2022-2023)	NA	NA

Recommendation:

By motion and roll call vote, declare the listed equipment surplus and authorize its disposal.