MEMORANDUM

TO: St. Charles County Council Chair and Councilmembers
FROM: Jenny Warren, Deputy Director of Workforce & Business Development
RE: Surplus Items from Department of Higher Education and Workforce Development
DATE: 31 January 2020

St. Charles County Council Chair and Councilmembers:

The Missouri Department of Higher Education and Workforce Development (MO DHEWD) surplused four television monitors to the St. Charles County Missouri Job Center. The Job Center is accepting the televisions at no cost to the county. The televisions will be used for the purpose of displaying and marketing upcoming events and workshops occurring in the Job Center and throughout St. Charles County.

Our acceptance of these items has been reviewed by our departmental staff and Acting Director of Workforce & Business Development, Jennifer George, and is ready for your approval.

If you have any questions, please feel free to contact me at 636-255-6060 ext. 5251 or jwarren@sccmo.org. Thank you for your consideration.

CC: Steve Ehlmann, County Executive
    Joann Leykam, Director of Administration
DONOR ORGANIZATION:
St Charles County
100 N Third St Suite 318
St Charles, MO 63301
Phone: (636) 949-7900
Account Number: 2251
Email: jgeorge@sccmo.org

SASP:
Missouri State Agency for Surplus Property
2846 Highway 179
Jefferson City, MO 65102
Phone: (573) 751-3415
Email: surplusmail@oa.mo.gov
Vendor #: 13003500000

ITEM LIST

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<th>Inventory #</th>
<th>Item Description</th>
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SUB-TOTAL: $0.00

Make all checks payable to Missouri SAPS and mail to:
PO Box 1310, Jefferson City, MO 65102

SALES TAX: $0.00

TOTAL: $0.00

NOTES
Received from Workforce Development fund 0155

TERMS AND CONDITIONS
DONOR ACKNOWLEDGES BY HIS/HER SIGNATURE THAT THE CERTIFICATION AND AGREEMENT ON THE REVERSE SIDE OF THIS FORM HAVE BEEN READ, UNDERSTOOD AND AGREED TO.

DONOR APPROVING OFFICER
Jennifer George

SIGNATURE

SASP APPROVING OFFICER
Ms. Michelle Collier

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