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FINANCIAL & ADMINISTRATIVE SERVICES

**DATE:** September 26, 2024

**TO:** Nasha McCray, Assistant City Manager

**FROM:** Angelique Garst, Contracts Specialist

**DEPARTMENT:** Financial & Administrative Services  
Procurement Services Division

**SUBJECT:** Requesting approval to declare a xylophone listed as city property for the Office of Arts & Cultural Affairs as surplus property to Guilford County Schools

**Background:**

Guilford County Schools has asked Creative Greensboro for donations of surplus items that may be used by music departments in the school system. Creative Greensboro identified that a xylophone valued at \$1,000 meets the needs of Guilford County Schools. North Carolina General Statute 160A-280, allows a city to donate property to another governmental unit with posting a public notice at least five days prior to the approving the donation.

**Recommendation:**

The Office of Arts & Cultural Affairs declares the xylophone as surplus property to donate to Guilford County Schools for their music department.

**Outreach:**

- A public notice will be posted approving the donation

**Financial information:**

- Xylophone to be donated to Guilford County Schools
- Escribe Effective Date: October 15, 2024
- FY25
- Total Value: \$1,000