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**INTEROFFICE MEMORANDUM**

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**TO: MICHAEL BOYD**  
**FROM: SHANTA ELIZENBERRY DAVIS**  
**SUBJECT: COMPUTES IN CLASSROOM**  
**DATE: MAY 16, 2003**

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**Equipment needed:**

Jefferson Davis School District needs **62 keyboard** and **64 mice**.

Jones County School District needs **5 monitors, keyboard, mice and speakers**. (pick up in Jackson, MS)

**Equipment available and location:**

14 CPU –Port Gibson

19 CPU—Horn Lake High School

10 CPU – Natchez High School

23 monitors in Jackson

52 Keyboards

58 Mice

55 Speakers

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In order to make complete units to make final distribution, you must order ...

42 Keyboards

36 Mice

Surplus of speakers left over of 22