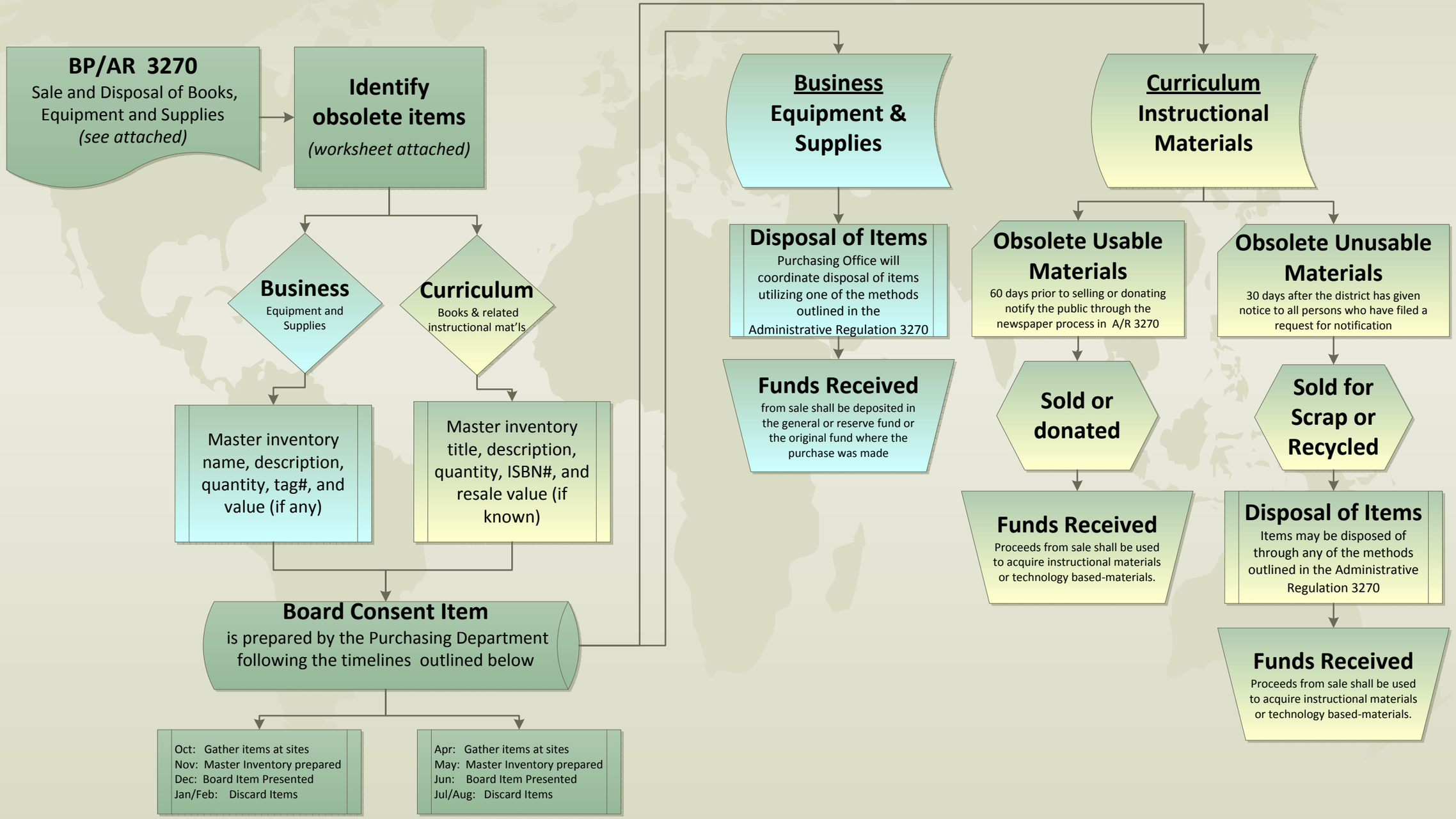Process for Sale and Disposal of Books, Equipment and Supplies