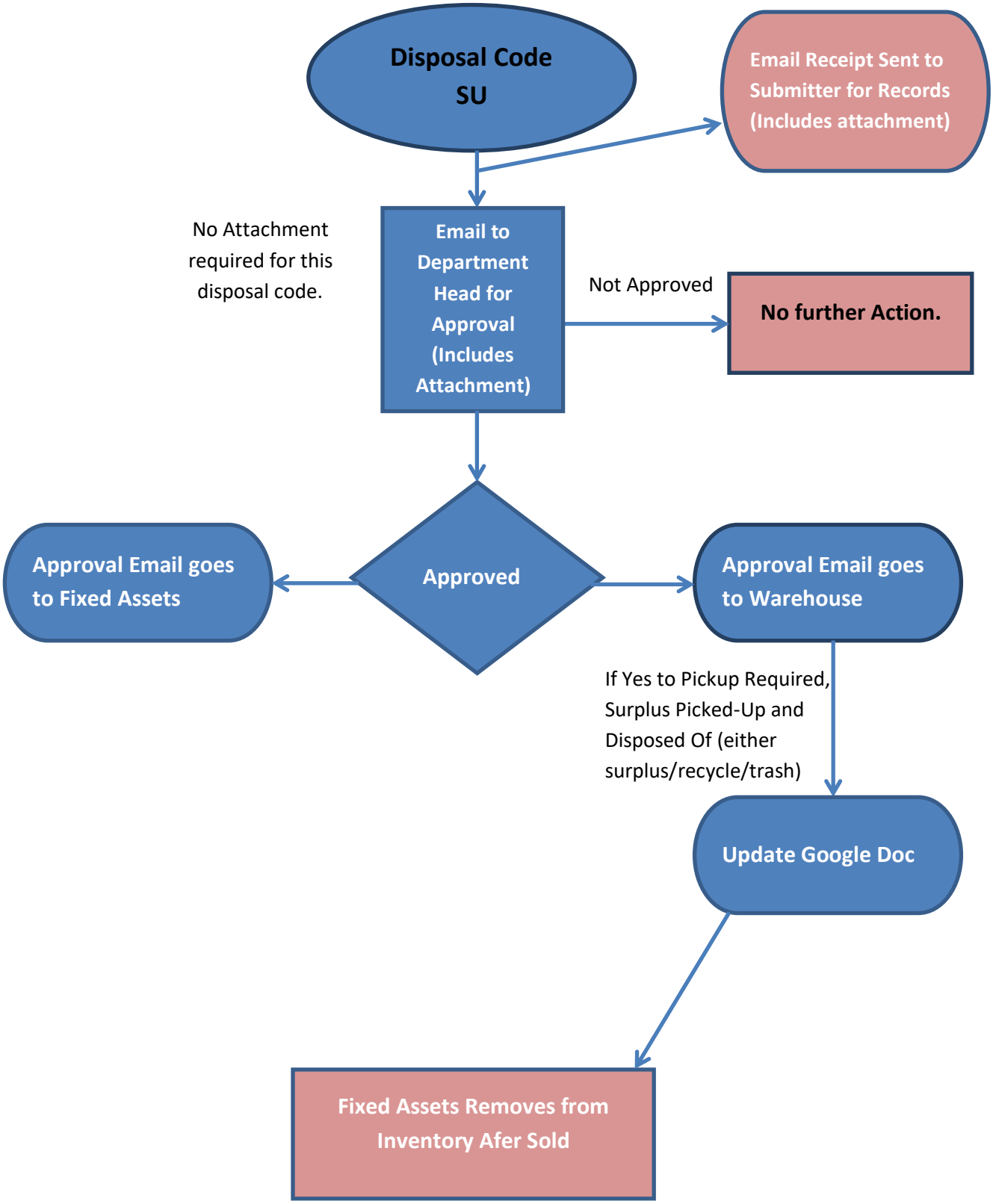Flowchart of Email/Correspondence for Surplused Fixed Asset Items