

SURPLUS EQUIPMENT & INSTRUCTIONAL MATERIALS DISPOSAL PROCEDURE (OTHER THAN TEXTBOOKS)

	ACTIVITY	DEPARTMENT (Position) RESPONSIBLE	SUPPORTED BY	FUNDED BY
G1	Establish date for Board Action/Sale, NOV. & MARCH	Purchasing	Associate Superintendent, Business Services	
G2	Memo Reminders Sent	Purchasing	Business Services	
G3	Identify obsolete, damaged or surplus equipment on Form # PUR-001-06. Fill out completely. Give list to site APB Secretary.	SITE TECH: Computers or electronic items APC: Instructional Materials APB: Furniture and all other miscellaneous equipment	Site Custodian	
G4	Send list to Purchasing NO LATER THAN October 1 or Feb. 1	Site APB Secretary	Site custodian	
G5	If computer, wipe hard drive.	Site Tech	IT	
G6	Move units to site surplus storage area NO LATER THAN Nov. 1 or March 1	Site custodian Note: Do Not send to District Office		
G7	Prepare Board Agenda Surplus Item.	Purchasing	Business Services	
G8	After Board action, authorize pick up by disposal agent	Purchasing	Site custodian	

When complete, forward
to Purchasing.

SURPLUS EQUIPMENT WORKSHEET

SCHOOL _____ DATE _____

PAGE _____ OF _____

QTY	DESCRIPTION/BRAND/MFGR.	SERIAL NO.	ASSET TAG NO.	LOCATION
5	<i>Hon File Cab't, 4-dwr.</i>	<i>#4356AG</i>	<i>100201</i>	<i>Basement 101</i>