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| PURCHASING STANDARD OPERATION PROCEDURES (EXTERNAL) | NO: PX-207 |
| | Approved |
| Date: June 21, 2023 | Supersedes: Oct. 15, 2003 |
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1. **PURPOSE**

To establish procedures for the reporting and disposal of surplus property.

2. **SCOPE**

This procedure applies to the disposal of all surplus public property within the School District.

3. **GENERAL**

Property becomes “surplus” for reasons including, but not limited to, obsolescence, a curriculum change, technology change, relocation of a department to a different facility, or is unserviceable and cannot be economically repaired, (which may also be referred to as “Salvage”). Schools and Departments will report surplus property to the Warehouse Lead Person at Shipping and Receiving (S&R). Depending on the items reported as surplus, S&R may advertise the availability of the item on Intra-District platforms to see if the items can utilized elsewhere within the District. S&R personnel will pickup the property from the School or Department, redistribute the property as necessary, store the property, and arrange a public auction for its disposal. Schools/Departments are encouraged to visit the District surplus property yard to screen the property for reutilization.

4. **PROCEDURES**

a. **Reporting.** Any surplus property at your school or department must be listed on a SURPLUS EQUIPMENT OR SUPPLIES form (attached). Provide an accurate description of each item, including make, model, and serial number if possible. Use more than one line when necessary. Indicate the quantity you wish to surplus, the FNSBSD asset tag number when applicable. The form has a key for “condition” of the item. Enter the condition code in the “COND”ition field. The “TO” and “REC”ieved fields are used for the physical transferring of the items to another school or department, or to the auction.

b. **Retrieval Process and Minimum Quantities.** When you have sufficient surplus property to fill a pallet (preferred), submit the surplus retrieval request through the District’s Work Order system with the surplus form attached. All surplus items must be labeled, “SURPLUS, ROUTE TO S&R”, with the surplus form attached, and placed in the facility’s receiving area for retrieval. Smaller items

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may also be labeled and placed in your facility's receiving area for retrieval during the weekly mail delivery routes.

c. **Fixed Assets.** S&R will provide a copy of the SURPLUS EQUIPMENT OR SUPPLIES form to the Accounting Department for removal from the Fixed Asset system.

- (1) **Technology equipment.** All District owned computer equipment with local storage media or network connection capability must be securely erased or have the media physically destroyed to industry standards in order to negate the reasonable possibility that data theft can occur through retrieval of erased data.

d. **Textbooks.** Report surplus textbooks by total number of volumes. At this time there is no requirement to report the title, author, publisher, and ISBN number **unless the textbooks support the current curriculum.** Textbooks submitted for surplus should be grouped according to whether or not they are part of the adopted curriculum. Textbooks that support the current curriculum will be placed in returned to Teaching & Learning so as to be readily available to the other schools. Only hard cover text books have resale value and should be reported and shipped to S&R pursuant to this SOP. **Workbooks, trade books, other used books, pamphlets, and paper have no residual value and should be disposed in your school paper recycling bin.**

e. **Forms.** Report surplus only on the SURPLUS EQUIPMENT OR SUPPLIES form, available on the Purchasing Department website. Retain a photocopy of the surplus form for your records.

f. **Reutilization.** Serviceable School District standard items are placed in inventory and available for issue to Schools and Departments at no cost.

g. **Grant Property.** Any property purchased with federal grant money and reported as surplus pursuant to section 4.a. of this SOP must be identified by S&R to the Director of Accounting Services for specific instructions. The Director of Accounting Services will insure the disposal complies with the *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments* for the respective federal agency which funded purchase of the property.



SURPLUS EQUIPMENT OR SUPPLIES

 School or Department

| ITEM DESCRIPTION (including Brand/Model) | Qty | TAG# | SER# | COND* | TO | REC |
|---------------------------------------------|-----|------|------|-------|----|-----|
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*Condition Code: G = Good, F = Fair, P = Poor, UR+ = Unserviceable/Unrepairable (“Salvage”)

 Reporting School/Department

 Principal/Dept. Head Signature

 Date

 Shipping & Receiving Warehouse

Remarks: