**PROCESS FOR SURPLUS ITEMS**

1. Complete the appropriate tab of the Surplus workbook.
   1. School Sites need to complete the “School Site” Tab.
   2. All others need to complete the “Non-School Site” Tab.
   3. This needs to be submitted to Regina Hunt for board approval.
   4. Regina will need to have this by noon on Tuesday the week before the board meeting.
   5. Items cannot be disposed of until they have been board approved. Regina will notify you when approval has been received.
2. Once You have received board approval to dispose of the surplus item/items you can set up the necessary work orders. Work orders need to be submitted separately. Be sure to include Regina Hunt and Nina Clairmonte.
   1. Work Order Checklist:
      1. Work order for dumpster if needed.
      2. Work order to remove items.
      3. Be sure to attach a copy of the signed/board approved surplus sheet to each work order.

NOTE: Items that have been donated also need to be approved by the board for disposal.