



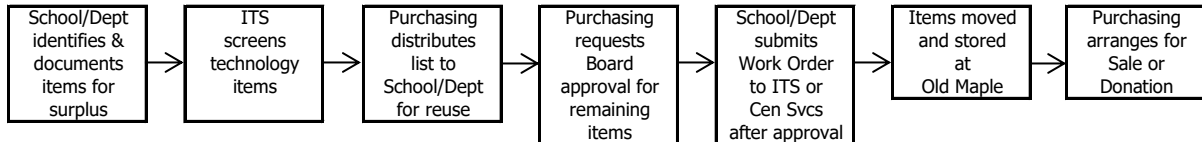
LOMPOC UNIFIED SCHOOL DISTRICT PURCHASING DEPARTMENT

REQUEST FOR SURPLUS INSTRUCTIONS

As of 02-26-2020

PURPOSE - To explain process & provide instructions for surplusing LUSD equipment & property.

Process for Surplusing Equipment & Property



Instructions for Completing Request for Surplus

1. Open Request for Surplus Form.xls & immediately "Save As" using one of the formats as follows:
 - Surplus Buena Vista 02-26-2020
 - Surplus Special Ed 02-26-2020
2. Begin entering the following information:
 - a. Date
 - b. Administrator/Department Manager name
 - c. School/Dept name
 - d. Item(s) for surplus
 - Description
 - Make/Model – Name of Manufacturer and Model # if applicable
 - Serial Number
 - LUSD ID if applicable (white bar code tag with Red or Black writing)
 - Estimated original cost – Make your best estimate
 - Estimated current value – Make your best estimate
 - Is the item(s) working
 - Reason for surplus
3. Save & email Excel file to salas.ricardo@lUSD.org...PDF or hard copies will not be accepted
4. Forward a signed copy of PAGE 1 only to Purchasing...this is our authority to surplus

NOTE: Submit ITS Help Desk or Central Services work order **AFTER** Board approval
(Please wait for email notification & instructions from Purchasing)