

PROPERTY, DATA AND RECORDS MANAGEMENT

Disposal of Surplus Equipment and Materials

Furniture, miscellaneous equipment, books and other supplies that have outlived their usefulness or are damaged beyond repair shall be processed for disposal in accordance with state law via the district surplus program. Overall coordination and management of this process is the responsibility of the district warehouse.

The warehouse Facilities Manager shall forward specific recommendations for the sale, trade, or disposal of surplus property to the Board of Directors for approval. Surplus materials deemed to be damaged beyond repair or of no value by the warehouse manager may be destroyed or recycled.

Prior to providing a recommendation for the disposal of surplus books, equipment or material that would be of obvious value to other district users, warehouse staff shall provide potential users with written notification that this material is available for no cost internal redistribution. In the case of computer equipment, this notification will be the responsibility of the Information Technology Department.

User directions and timeframes for the processing of surplus materials, can be found on the reverse side of the applicable district transfer form for surplus/ obsolete material. Three versions of this form are currently in use to reflect the three basic categories of surplus material recognized by the district. They are:

Form 333 MS

Transfer Form for Surplus/Obsolete Equipment, Furniture, Misc. Items

Form 333 BK

Transfer Form for Surplus/Obsolete Books

Form 333 PC

Transfer Form for Surplus/Obsolete Computers and Peripherals

Since processing timeframes, approval authorities and final disposition requirements vary for each of the above material categories, disposal requests submitted using the incorrect form can not be processed. Incorrect versions of the transfer form, or forms with more than one category of surplus material listed, will not be accepted by warehouse personnel.