



# SURPLUS PROPERTY DISPOSAL

## HOW DOES PROPERTY BECOME SURPLUS?

Surplus property is generated primarily through the normal use of property or the procurement of replacement materials. Instead of storing the property for an indefinite period, the district should move forward with a declaration and disposal process for the surplus property. In addition, inventory must be recorded on a declared surplus form and removed from the inventory records when lost or missing. Such records are to be maintained for audit purposes<sup>1</sup>.

### Steps to Declare Property Surplus:

1. Determine the condition of property – Good, Fair, Poor, Damaged
  - a. Good – the property is in good shape and good working condition
  - b. Fair- the property is worn and dated but in good working condition
  - c. Poor- the property is extremely worn, dated and/or missing parts but in working condition
  - d. Damaged – the property is damaged and not in working condition
  
2. Does the item have a fixed asset tag?
  - a. Any item declared surplus, will need to have the fixed asset tag and serial number properly reported on the surplus form. Failure to list the asset tag no. and serial no. will result in the item being removed from the Surplus List and will not receive Board approval to be disposed of.
  
3. Surplus Form
  - a. The Surplus Request Form can be found under “For Staff” on the KCS D website under the Purchasing Department.
  - b. All cells must be filled in properly.
  - c. Location – Please be specific in listing the location of the item, to allow for quick and proper pick up once the bid item has been awarded.
    - i. In order to minimize moving costs and due to lack of storage district wide, items will need to go through the surplus process at their current location(s).
  
4. Once the form has been completed, please e-mail to [Jennifer.weis@kenton.kyschools.us](mailto:Jennifer.weis@kenton.kyschools.us) and copy [Cristy.richardson@kenton.kyschools.us](mailto:Cristy.richardson@kenton.kyschools.us).
  - a. You will be contacted if there are any issues with the items listed.

### Hazardous Property

Items not suitable for sale or transfer that are considered “hazardous”, must be disposed of in accordance with state, federal and waste management laws and regulations. Contact Central Office for the following hazardous waste items:

Fluorescent Light Bulb 4’ T-8	Incandescent Light	CPU’s (Towers & Desktops)
Fluorescent Light Bulb 4’ T-12	Compact Fluorescents	Laptops
Magnetic Ballast (2-4 tube)	Alkaline Batteries	Hard Drives
Electronic Ballast (2-4 tube)	Lead Acid Batteries	CRT’s (TV’s & Monitors)
P/L & U Shaped	Mercury 6oz up to 16oz	Monitors/TV’s (LCD or LED)
HID 400 watts and under	Wet Nickel Cadmium Batteries	Printers – Inkjet and Laserjet
HID over 400 watts	Copiers	

**The district will typically have two surplus auctions in a FY (fall and spring). A notification will be sent out as a reminder of an upcoming surplus auction.**

<sup>1</sup> Kentucky Finance & Administration Cabinet, “Surplus Property Disposal” User Guide,  
<https://finance.ky.gov/department-for-facilities-and-support-services/division-of-surplus-properties/Documents/SurplusPropertyGuidebook%2012-2019.pdf>