

Surplus Equipment: If you have items for surplus that are broken, beyond economical repair (BER) or need to be removed from your classroom or school site, use the following procedure:

- 1) Complete the HLP Surplus Equipment Form
- 2) Return the completed Surplus Equipment Form to Purchasing Department
- 3) Purchasing will arrange for pickup of the surplus by either the 1) warehouse delivery truck or 2) our e-waste vendor

