

## **DISPOSAL OR SURPLUS DISTRICT PROPERTY INSTRUCTIONS**

The Surplus/Disposal form has been prepared to assist sites and departments that have surplus or obsolete property. The disposal form should be used for all items that are obsolete, broken or no longer needed. A list of obsolete/surplus items will be compiled by Purchasing and submitted to the Board of Trustees for approval of disposition quarterly. No item should be disposed of until disposition has been Board approved. Items of a supply nature do not require approval for disposition.

Items cannot be submitted for disposal/surplus without a fully completed Surplus/Disposal Form.

The following information is required on the form:

1. Indicate your site or department.
2. Date of the request.
3. Principal signature authorizing request.
4. A description of the item.
5. Serial number of the item.
6. PVSD Asset Tag Number. This is required as a fixed asset must be removed District records.
7. Indicate the reason the item is being surplused or disposed using the reasons listed on the form.
8. If you do not know an estimated value, the purchasing department will assign value.
9. Note if item will be disposed at site or if by Purchasing.

Notify Purchasing of items to be surplused or disposed of and if item(s) need to be picked up. All items that are picked up must be accompanied by a completed Disposal/Surplus Form.