



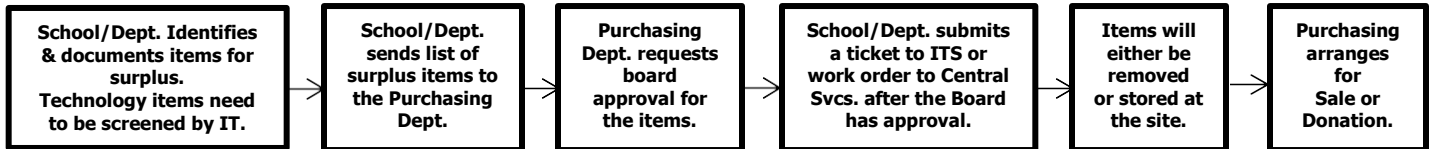
# LOMPOC UNIFIED SCHOOL DISTRICT PURCHASING DEPARTMENT

## REQUEST FOR SURPLUS INSTRUCTIONS

As of 06-01-2024

**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 02-26-2024
  - Surplus Special Ed 02-26-2024
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 [razo.rebekah@lUSD.org](mailto:razo.rebekah@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

Contact Rebekah Razo at Ext. 3257 [razo.rebekah@lUSD.org](mailto:razo.rebekah@lUSD.org) for questions