


## Available Surplus Request Procedures

Surplus property is available for district use only. Please follow these steps when requesting a Surplus item:

1. Contact the Warehouse at 764-5541 or 764-5449 for available items. **Schedule a time to come by the warehouse to view the items prior to making a request.** The Warehouse is open Monday through Friday from 7:00 am - 4:30 pm. Please let us know you are coming and remember to bring your badge.
2. If you want to request an item **that you viewed** at the warehouse, you will need to **enter a work order in eduphoria (go.csisd.org).**
3. Requests are not accepted by email or phone.

Sign into **eduphoria (go.csisd.org)**:

- Click on **Warehouse**
- **Available Surplus Transfer** (Shopping Cart image)  Available Surplus Transfer  
See something on the available surp
- Enter your information. Be sure to include a description of the item and the Room Number where we are delivering the requested item.

Please be sure to come by and look at the item before you enter the work order. We want to make sure the item will work in the space you have and will fit your needs. Remember these items are all used gently or otherwise.