

San Bernardino County Superintendent of Schools Procedure 3580.2

Temporary Storage of Items

Items That May Be Stored in the Warehouse

In accordance with Procedure 3580.1, items sent to the Warehouse for temporary storage must be designated as such on the work order. Storage is limited to serviceable items of value that the department intends to use again within 12 months. Any items, other than classroom furniture and equipment, low incidence equipment, emergency supplies, and instructional materials, that are in the warehouse past 12 months will be deemed surplus and made available to other SBCSS staff. Any exceptions to the above must be approved by the Program Manager, Procurement and Warehouse Services. Space in the warehouse for the archiving of records shall be the first priority for space. Space utilization is at the discretion of the Warehouse Manager and is not designated by department or branch.

Items That May Not Be Stored in the Warehouse

Items that are not acceptable for storage in the Warehouse include, but are not limited to: personal items (including holiday decorations), basic office and training supplies such as folders, binders, easel pads, paper, coffee cups, food, toys, excess Stores and Office Depot-purchased supplies, computers, empty boxes, and any item that has an expiration date.

Storage Request Form

Requestors must complete the Warehouse Storage Request Form when sending material and equipment to the Warehouse for storage. Warehouse staff will reply to the department with a warehouse box number that is to be written on the Box Label form "BOX #" space before the item is picked up. The Box Label form must be attached to the box/item when the item is shipped to the Warehouse.

Twelve Month Review of Items in Storage

In July of each year, Warehouse staff will forward a list of items to each department that have been in storage for twelve (12) months. Any items not requested to be returned to the department or meeting the definition above as an exception to the 12 month rule, will be reclassified as surplus and made available to all SBCSS staff.

*Approved: January 8, 2009
Revised: January 14, 2025*

Date Approved	
Ted Alejandre County Superintendent of Schools San Bernardino County, California	
By	