

INSTRUCTIONS FOR SURPLUSING PROPERTY

During the course of the school year, there will be equipment that is no longer needed, wanted or used. The following procedures should be followed to maintain proper inventory control.

- A **"SURPLUS PROPERTY"** form must be completed. This form (31118) is available on the District Forms web site.
 - ◆ Complete the form, sign and date; and make 4 copies. Send an e-mail to the Facility Manager, so he or she can place a workorder for Maintenance to pick up the equipment. Keep a copy for your records.
 - ◆ When the Warehouse staff comes to pick up the property, they will sign and leave a copy as confirmation
 - ◆ When property reaches the Warehouse, the Supervisor will verify and sign the surplus form. The Supervisor is to keep a copy for warehouse records.
 - ◆ Lastly, the Warehouse Supervisor will **email a copy of the Surplus Form to assetmgmt@collierschools.com**
 - ◆ Only property that has been checked off will be removed from your school/department inventory and placed in surplus.

If you have any questions, please contact the Asset Management Department by phone at 377-0037, or email assetmgmt@collierschools.com

Print Form

SURPLUS PROPERTY

Page ____ of ____
Date: _____

	QTY	ITEM/DESCRIPTION	CC	WHSE USE ONLY	PROPERTY RECORD #	SERIAL NUMBER	REMARKS (brief description)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

SCHOOL/DEPT. NAME: _____ LOCATION# _____

LEGEND

1. CC - Condition code

A - Useable

B - Repairable

C - Not Salvageable (red tag)

Items must be tagged and ready

for pick-up.

2. Form is to be typed with one item per line

except for multiple items each less than \$1000.

3. Description of each item, at the minimum

include make, model and manufacturer.

4. All items of \$1,000 or more must have a

Property Record Number.

CONTACT PERSON: _____ DEPT: _____

TELEPHONE #: _____ EXT: _____

Principal/Dept. Head _____

PRINT NAME

Principal/Dept. Head _____

SIGNATURE

Print Name: _____

WAREHOUSE PERSONNEL USE ONLY:

School/Dept Confirming Signature / Date

Warehouse Personnel Signature / Date

Warehouse Supervisor Signature / Date

PLEASE RETAIN A COPY FOR YOUR RECORDS AND EMAIL A COPY TO AssetMGMT@collierschools.com