Surplus Furniture & P76 Instructions

Surplus furniture/equipment that is no longer needed at the school (or at ASC/Carver), and is still in good or usable condition must be placed on the Furniture Bulletin for a minimum of 2 weeks before a Transfer Form may be submitted.

To post surplus furniture on the Furniture Bulletin, find your school/location and fill out the requested information under your location. Please include a picture, measurements, and condition of the item.

If you find an item your school can use at another location, you need to contact the other school/location first to ensure the item is still available before filling out a Transfer Form.

The Transfer Form needs to be signed by the building principal before emailing it to Sarah Holmes ssholmes@ccps.org and copying procurement@ccps.org.

When another school/location requests an item/furniture from your school, please update the furniture bulletin to reflect the changes as soon as it has been removed.

A Transfer Form is needed anytime furniture is moved from one location to another as well as when it is removed for disposal. Work closely with the Head Custodian to determine the condition of the item(s).

Please note that if the item is Barcoded, Lisa Sakers llsakers@ccps.org in Business Services needs to be notified after the Work Order has been entered and given a copy of the Transfer Form and Work Order number.

If it is a Technology inventory item, the Transfer Form will first go to Troy Howell tchowell@ccps.org in Technology. He has to (re)move it in his inventory first.

Transfer Forms can be found here https://www.ccps.org/Page/484 (Business Services, Purchasing Department, Forms, Equipment Transfer / Disposal Form)

TRANSFER OR DISPOSAL OF FURNITURE/EQUIPMENT FORM (P76)
Email signed form to procurement@ccps.org and Sarah Holmes (ssholmes@ccps.org)

RETIREMENT

Describe the condition of the item. Can it be used by another location (was it on the Furniture Bulletin for 2 weeks)? Is it broken beyond repair?

Retirement Location	Barcode (if applicable)	Item Description (Qty, Make/Model, Serial Number, etc.)	Item Condition
RSMS	N/A	Student Desk	Broken Legs

Transfer

Transfer From Location	Barcode (if applicable)	Item Description (Qty, Make/Model, Serial Number, etc.)	Transfer To Location - Also note who at the receiving school requested the transfer
RSMS		10 Student Chairs	CHMS- Room 211

NOTES (details regarding pickup locations etc.): Located in Portable #4