

## 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](mailto: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](mailto:assetmgmt@collierschools.com)

# SURPLUS PROPERTY

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

SCHOOL/DEPT. NAME: \_\_\_\_\_ LOCATION# \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ DEPT: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EXT: \_\_\_\_\_

**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.

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 <a href="mailto:AssetMGMT@collierschools.com">AssetMGMT@collierschools.com</a>		