

INTEROFFICE MEMORANDUM

TO: Administrators/Office Staff
FROM: Sally Belmont, Coordinator of Purchasing/Bidding
DATE: July 2023
RE: Procedures for Surplus - REVISED

- 1) Determine that items are no longer required for school use, or that items are non/functioning or obsolete.
 - a. Technology items. All technology surplus is processed through the Technology Department – including computers, monitors, smart boards, printers etc. Contact Technology Department and they will inventory and then determine if items should be reused or discarded.
 - b. Textbook Surplus. -All Textbook surplus is processed through the curriculum office. Contact curriculum office for inventory instructions.
- 2) List items on “Surplus Equipment Form” dated **July 2023**. (attached). Include Manufacturer, Model #, Serial # & Description of Item.
- 3) Include Condition of Item
 - a. Good- working condition, usable.
 - b. Fair- working, but parts missing or broken.
 - c. Poor- not working. Not usable. Obsolete. Cannot be repaired.
- 4) Location- Building/Floor/Room number where item is located.
- 5) Fixed Asset # - Equipment that originally cost \$2,000 or more was inventoried and given a fixed asset number. This does not include furniture. There will be a tag on the equipment- like this-
 - a. Look up the fixed asset number in CSI to find the purchase date and include on the form. If you do not have access in CSI- contact Fred Dieckmann (x 4291). He will give you the purchase date information.
- 6) If item does not have a fixed asset number, include purchase date, if known or an estimate of purchase date.
- 7) Supervisor is to determine Salvage/Estimated Fair Market Value.**
- 8) Supervisor/Vice Principal must sign completed form. Forward the form to the Superintendent, John Maiello, for signature. His office will then forward to Rich Giglio, Business Administrator, for signature.
- 9) Coordinator of Purchasing/Bidding, Sally Belmont, will prepare a surplus resolution for inclusion on the Board Agenda. Once it is Board Approved, the business office will determine if items will be discarded or offered for sale.
- 10) After Board Approval, the original form with all signatures and a copy of the Board Resolution will be sent to Manaf Stas & Fred Dieckmann in the Maintenance Department. **Supervisors must contact maintenance to have items removed from classrooms/offices.** Maintenance will facilitate the disposal of the items or coordinate the pickup of items that were sold. They will also update the Fixed Asset inventory in CSI.