

INTEROFFICE MEMORANDUM

TO: Administrators/Office Staff
FROM: Sally Belmont, Coordinator of Purchasing/Bidding
DATE: November 17, 2021
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 Sandra Castro for inventory instructions.
- 2) List items on “Surplus Equipment Form” dated JUNE 2021. (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 to determine Salvage/Estimated Fair Market Value.**
- 8) Supervisor/Vice Principal must sign completed form. Forward the form to the Acting 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 Sal Antoniello & Fred Dieckmann in the Maintenance Department. They 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.