

# Guidelines for Disposal of Surplus & Obsolete Property

## DISPOSAL OF SURPLUS, OBSOLETE, BROKEN FURNITURE & EQUIPMENT

These guidelines address the transfer and disposal of surplus, obsolete and broken materials from a campus or department. Addressed within these guidelines are specific procedures for the handling of usable and non-usable materials. Please read this memo in its entirety to ensure that your campus or department is in compliance with these policies and procedures.

Some notes on the method of communication to transfer items:

- Fixed Assets have a six digit tag number. If some items are funded with federal funds/grants, the fixed asset tag numbers for those items will begin with the letter **F**.
- Submitting a fixed asset transfer request online is no longer an option.
- To request the transfer of Fixed Assets, please use the four-part NCR form available as stock item #450494 sold by the pack, with 60 sets per pack and obtain appropriate signatures.
- When the time comes to transfer fixed assets to the warehouse for auction whose tag numbers begin with the letter F, please list them separately on a single form. Please do not list them along with other items whose tag numbers do not begin with the letter F.
- **The transfer of fixed assets whose tag numbers begin with the letter F requires approval from someone in the Federal Funds department and he/she must sign the NCR form before warehouse can act on the transfer request.**

You can still use the online transfer request for items without fixed asset tags. To request non-fixed asset transfers, please submit an online request from the Resource Link found at Central Distribution's web page.

### ▶ **Transfer Form (Non-Fixed Assets)**

for transfer of items WITHOUT A FIXED ASSET TAG

### **USABLE FURNITURE, EQUIPMENT AND SUPPLIES:**

It is the policy of Alief ISD to make usable furniture, equipment and supplies available for redistribution within the district once these items are no longer needed at their original campus or department. The Central Distribution Department is responsible for the pick up and storage of most of the "usable" items. Please see below for a listing of "usable" materials.

#### **Suitable for pick up and/or redistribution:**

- Ø Electronic equipment. (adding machines, overhead projectors, etc)
- Ø Computers – please contact Tech Services
- Ø Reusable furniture: furniture that would require a minimum of repair to make usable.
- Ø Library books that are out of date. If a library book has been defaced with foul language or is no longer usable, it should be discarded.

To initiate a transfer of unwanted, usable materials to Central Distribution, please complete:

❖ The four part NCR fixed asset transfer form for items with original purchase price of \$500 or more. For items whose tag number begins with letter F, list separately on a single form, obtain federal funds approval/signature and then items will go directly to auction.

❖ an on-line non-fixed asset form for items with original purchase price of less than \$500.

The online form is available on the Central Distribution web page, under Resources. Once these items have been picked up by Central Distribution, the items then become available to any campus or department on a “first-come, first-serve” basis or go to auction.

Please remember to enter pick up requests for these usable items in small amounts on a regular basis so that areas remain safe and in compliance with fire codes. It is recommended that large amounts not be allowed to accumulate. Due to potential health and rodent hazards, please do not place items for pick up outside in the elements. Items that become rusted or waterlogged should be disposed of at the campus.

Items that are deemed “surplus” by Alief ISD, will be sold in a manner consistent with state law, i.e. in a public auction where all citizens have equal opportunity to purchase the items offered. This auction is usually held two to four times per year. For questions regarding the auction or items available for redistribution, please call Central Distribution at ext. 3300.

### **UN-USABLE FURNITURE, EQUIPMENT AND SUPPLIES:**

Items that are completely broken or have no useful value should be disposed of or recycled by the campus or department at their location. Please see the guidelines below:

#### **Dispose of at the campus or department:**

- Ø For Computers – always contact Tech Services
- Ø Broken furniture that cannot be repaired. (Broken chairs, desks, study carrels, etc.)
- Ø Items not purchased by the district.
- Ø Homemade items such as stage props and student arts and crafts.
- Ø Miscellaneous pieces of wood and metal.
- Ø Items that have been left outside and rusted and/or are destroyed.
- Ø Water logged items.

#### **Disposing of large items:**

Please do not put any furniture in the dumpster that is being tagged as unusable. For any furniture that needs to be discarded, please submit a Maintenance Work Order Request for the Grounds Department to pick up the items. Please advise your staff, as this procedure will allow the dumpster to remain free of furniture and be used for custodial and nutrition purposes only, avoiding an overflow of trash on the ground.

If you have any questions, please feel free to call the Custodial Services Operations Specialist at x6130.

**Disposing of fixed asset items** – When disposing of a fixed asset item with a value of \$500.00 or greater, be sure to fill out the four part NCR fixed asset form and obtain approval BEFORE discarding the item due to being unusable. Send the completed fixed asset form to the Fixed Asset Department in the Administration Building. Please remember that a fixed asset form must be completed and

signed by the Principal/Department Head for all fixed asset items leaving the building, whether the items are discarded or sent to Central Distribution for redistribution and as applicable, federal funds approval is required.

\*\*\*Please note: some electronics have auction value, even if they're not working, so warehouse will pick up those items to put in auction.

**Disposing of non-fixed asset items** – When disposing of non-fixed asset items, (items with a value under \$500.00) the items may be “thrown away” without filling out a fixed asset form.

**VERY IMPORTANT!** If the campus or department has deemed an item as not suitable for redistribution as defined above, then the item **MUST** be disposed of or remain at the campus. **It is illegal to let employees or students take district purchased items for personal use.**

Please call Central Distribution at ext. 3300 with any questions relating to the disposal of district purchased material.