

PROCEDURE FOR PICK UP AND TRANSFER OF SURPLUS EQUIPMENT/FURNITURE

- 1) Fill out the PICK-UP/TRANSFER WORK ORDER form (found on web page, under Procurement & Contracts and Warehouse forms & docs).
- 2) Complete all areas.
- 3) Include asset tag number(s) if present - IF not present - provide serial number(s).
- 4) Sign and send completed form directly to Procurement, Room 102.
- 5) Evaluation and pick up process begins with the list of equipment being reviewed for items that need to be removed from the District fixed asset inventory.
- 6) With this document a board report is prepared to dispose of items that require such action (completed by Procurement).
- 7) Once the completed request form is received in the Procurement Office, we will schedule a pick-up or transfer of items.
- 8) *Equipment being transferred from one room to another within a site* must also complete a PICK-UP/TRANSFER WORK ORDER and return completed form to the Procurement Office for fixed asset inventory adjustments.

DUE TO LIMITED STAFF PLEASE ALLOW 10-15 WORKING DAYS FOR PICK-UPS AND TRANSFERS TO OCCUR.

FOR TECHNOLOGY EQUIPMENT:

- All surplus technology equipment and ewaste equipment must be submitted on same form and sent to the Procurement Office for fixed asset inventory control. Procurement will then forward the form to the Technology Department for scheduling of an approved ewaste vendor to pick up items for appropriate disposal. No exceptions.

BY NO MEANS SHOULD TECHNOLOGY EQUIPMENT BE PLACED IN REGULAR TRASH DUMPSTERS.

IF EQUIPMENT IS NOT TECHNOLOGY TYPE BUT REQUIRES SPECIAL HANDLING/HAZMAT RELATED DISPOSAL:

Place a work order with the Maintenance & Operations Department who will contact the appropriate vendor to pick up the items/equipment from the site. Examples of this type of equipment are light bulbs, batteries, equip using oil, gas, etc. Time frame for this process is approximately ten to fifteen (10-15) working days. Disposal of this type of equipment must be handled by a vendor that is certified to handle such equipment.

BY NO MEANS SHOULD THIS EQUIPMENT BE PLACED IN REGULAR TRASH DUMPSTERS.