

PASADENA UNIFIED SCHOOL DISTRICT

Procurement & Contracts

PROCEDURE FOR: PICK UP WORK ORDER OF SURPLUS EQUIPMENT/FURNITURE

- 1) Completely fill out the PICK-UP WORK ORDER form**
- 2) Include asset tag number(s) / serial number(s); if available**
- 3) Send completed form directly to Procurement**
- 4) Evaluation and pick up process begins with the list of equipment being reviewed for those items that need to be removed from District asset inventory.**
- 5) With all information compiled, a board report is prepared to dispose of items that require such action (completed by Procurement).**

ONCE PROCUREMENT RECEIVES FORM:

IF EQUIPMENT IS TECHNOLOGY EQUIPMENT (CPUS, MONITORS AND PRINTERS, ETC.,):

Procurement will contact the TAA department via the My Tech Desk. TAA will assign a Client Services staff member to evaluate and extract (if practical) the equipment that can be salvaged for use elsewhere (either in whole or for parts), and sign-off on the rest being declared as surplus.

- **The approximate time frame for this process is five (5) work days for TAA to complete this phase of the process.**

NEXT STEP:

FOR TECHNOLOGY EQUIPMENT DECLARED USEABLE:

Generally, TAA will handle the pick up and transport the equipment to the appropriate location. If TAA is not able to complete this process they will coordinate the pick up with Procurement.

- **PLEASE NOTE: Our goal for removal of equipment is five-ten (5-10) working days. At times, vehicle accessibility and/or heavy work loads may interrupt the process which may result in a delay. If this should occur, notice will be provided to the site contact listed on the form.**

FOR TECHNOLOGY EQUIPMENT DECLARED SURPLUS FOR DISPOSAL:

Risk Management will be notified by Procurement to contact the appropriate vendor to pick up the equipment from the site. Time frame for this process is approximately five-ten (5-10) 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 TECHNOLOGY EQUIPMENT BE PLACED IN REGULAR TRASH DUMPSTERS.**

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- **PLEASE NOTE: Our goal for removal of equipment is five-ten (5-10) working days. At times, the disposal services provider may not be able to meet this timeline resulting in a delay. If this should occur, notice will be provided to the site contact listed on the form.**

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

Risk Management will be notified by Procurement to contact the appropriate vendor to pick up the equipment from the site. Examples of such equipment: television monitors, certain type of light bulbs, batteries, equip using oil, gas, etc. Time frame for this process is approximately five-ten (5-10) 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.**

- **PLEASE NOTE: Our goal for removal of equipment is five-ten (5-10) working days. At times, the disposal services provider may not be able to meet this timeline resulting in a delay. If this should occur, notice will be provided to the site contact listed on the form.**

ALL OTHER EQUIPMENT/FURNITURE (not technology equipment and does not require special handling/disposal):

Equipment/furniture will be picked up in approximately five-ten (5-10) working days and relocated to the appropriate location.

- **PLEASE NOTE: Our goal for removal of equipment is five-ten (5-10) working days. At times, vehicle accessibility and/or heavy work loads may interrupt the process which may result in a delay. If this should occur, notice will be provided to the site contact listed on the form.**

If you have questions related to this procedure please contact the Administrator, Procurement & Contracts at Ext. 88503.

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