
SURPLUS BOOKS (WHS-P009)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the warehouse to provide storage for state-adopted textbooks and discard books in the warehouse.

2.0 RESPONSIBILITY

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Worker

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Purchasing _____
Signature Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 School Site determines whether books, textbooks, and library books are either surplus or discard.
 - 5.1.1 School Site boxes the surplus books and labels accordingly
 - 5.1.2 School Site issues a Service Request Form stating number of boxes for pickup
- 5.2 The district warehouse picks up and stores the “discard” books, and Library Services stores the “surplus” books.
- 5.3 Purchasing Services reports the declared discard books to the Board of Education.
- 5.4 Upon Board Approval, the surplus books are available to the public and district employees for 60 days.
- 5.5 After 60 days, Purchasing Services reports the disposal of the discard books to the Board of Education, which is donated to a non-profit organization.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Service Request Form (PUR-F001)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Service Request	File Cabinet	1 year	Discard as	Secured

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desired

Warehouse

8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial release
11/28/06	B	Revise 5.5
02/21/08	C	Revise Procedure 5.0 and 6.0

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