
SURPLUS COMPUTER/EQUIPMENT (WHS-P012)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the warehouse to manage the disposal of surplus computers and/or equipment from school sites and departments.

2.0 RESPONSIBILITY:

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Records Clerk

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Purchasing _____
Signature Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 School sites and departments fax or mail an inventory list of declared surplus computers and/or equipment (plug-ins) to the district warehouse
 - 5.1.1 The disposal of declared surplus equipment is reported to the Board of Education.
 - 5.1.2 Upon approval, arrangements are made for sale of pickup by recycling vendor.
 - 5.1.3 Revise Fixed Assets record in Escape, where applicable
- 5.2 If equipment is in working condition, school sites can obtain the surplus equipment at no charge.
 - 5.2.1 District may sell surplus equipment
 - 5.2.1.1 If value is under \$2,500, district may sell without bidding
 - 5.2.1.2 If value is over \$2,500, district must formally bid the sale per California Education Code 17546..
 - 5.2.1.3 Quarterly Surplus Equipment report to the Board of Education

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Fixed Assets Transaction Form/Surplus Equipment Form (WHS-F004)

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6.2 Quarterly Surplus Equipment Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Fixed Asset Transaction	File Cabinet	3 years	Discard as desired	Secured Warehouse
Confirmation Letter	File Cabinet	3 years	Discard as desired	Secured Warehouse
Quarterly Report	File Cabinet	Permanent	None	Secured Warehouse

8.0 8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial release
06/06/06	B	Revise records retention table
11/28/06	C	Revise 5.1.2, 5.2.1.2 & 6.1 and delete 6.2

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