MONROE SCHOOL DISTRICT

Surplus Form

Moving item(s) to District inventory pool? Yes ____ No____ Date _____

Item Description _____ Tag # _____

NOTE: Please fill out one form for each item proposed for surplus Attach list only if multiple items

Person Declaring Surplus _____ Mfg _____

Dept/Site/School _____ Model # _____

Bulk # of item(s)_____ (Attach list of Bulk Items) Serial # _____

Reason for surplus of this item? _____

Building Principal/Administrator *Signature*_____

Procedure I: Is the item suitable for repair?

☐ If 'Yes':
1. Attach a completed copy of this form to the equipment
2. Send this form to Inventory, District Office
3. Hold on site pending Inventory response

☐ If 'No': Procedure II

Procedure II Is the item a cellular phone?

☐ If 'Yes':
1. Who was custodian of the item? _____
2. How did damage occur? _____
3. Send this form & the item to Fiscal Services, District Office

☐ If 'No': Procedure III

Procedure III Is the item a textbook or library book?

☐ If 'Yes':
1. Accumulate at least 25 surplus books
2. Attach textbook spreadsheet for all textbooks to be surplussed
   or
   Attach scanned list for all library books to be surplussed
3. Box the books; attach a copy of this form with book list
4. Hold on site pending surplus approval
5. Send the original form & book list to Inventory, District Office

☐ If 'No': Procedure IV

Procedure IV Is the item television, printer/copier or computer, tablet, laptop etc. equipment?

☐ If 'Yes':
1. Attach a completed copy of this form to the equipment
2. Put in Track-it ticket for surplus review
3. Once Tech approved, put in Maint Work order, be sure to add Tech Track-it Ticket # in work order & below
4. Skip Procedure V

Track-it Ticket #

☐ If 'No': Procedure V

Procedure V Is item not covered under any above categories, but has a District Asset # Tag

☐ If 'Yes':
1. Attach a completed copy of this form to the equipment
2. Send this form to Inventory, District Office
3. Hold on site pending Inventory response

☐ If 'No':
1. Send this form to Inventory, District Office
2. Hold on site for Inventory to verify and process