

SURPLUS PICKUP PROCEDURES

In order to make picking up any surplus items that you may have at your locations taken care of in a timely manner, please follow the procedures below:

1. Complete one of the following forms (both of these forms can be found on the MCPS website under Teacher/Staff and then Forms):
 - ***Inventory Action Request Form*** – if you **just have one or two items** you would like to surplus it might be easier to complete this form for each item.
 - ***Surplus Sheet for Multiple Items*** – if you have **several items** to surplus please use this form. In order to cut down on paper and to make the process easier on you, this is an Excel documents in which multiple items can be listed. There are three tabs at the bottom for computers & monitors, miscellaneous electronics and one for furniture.

Please complete as much information on these forms as possible.

2. The following information should be completed on the form:
 - **COMPUTER SERIAL NUMBER:** Technology uses the serial number for inventorying computers, therefore it is important that the serial number space be completed on the form if computers are on your surplus list.
 - **ITEM LOCATION (Room No.):** Departments (Technology or Maintenance) need to know where those items are located. Once your surplus forms have been turned in for pick up, please do not move them as it makes it hard for Technology/Maintenance to find them.
 - **CONDITION OF EQUIPMENT and REASON FOR DISPOSAL:** This lets us know the conditions of the surplus items.
 - **REASON FOR DISPOSAL:** This lets us know if the items need to be scrapped or sold on GovDeals. It also lets us know if the item can be repurposed.
3. You can send your surplus in at any time but please try to get all of your surplus in at one time. Due to the fact that purchasing generally send out the list of items to maintenance/technology within a day or two of receiving your surplus, it makes it easier to get everything picked up one time instead of three or four times within a short period of time.
4. According to Policy 2.403 surplus property that has no value or a value less than \$250 (keyboards, mouse, cords, etc.) may be disposed of without the necessity of bids. Maintenance **will not** pick those items up. Those can be disposed of without the necessity to surplus.
5. Send completed forms to Jeri Foutch either preferably by email at jfoutch@maurycounty-tn.gov or send in courier.
6. Once forms are received, those items are put on a master list and then are sent out to proper department for pick up using the following procedures:

- If computers are submitted for surplus, those items will be sent to the technology department first so that all drives can be cleaned of any personal information.
- Once notification has been sent from the technology department that computers have been de-provisioned, those items along with any other items that were submitted, (monitors, electronics and furniture), will then be sent to the maintenance department for all surplus items to be picked up all at one time.
- Technology and Maintenance have been asked not to pick up any surplus items without proper paperwork from the purchasing department, so please do not ask them to pick up something that have not been turned in to the purchasing department.

If there is something that your school may need, you may contact the maintenance department to make arrangements to “shop” the warehouse and look around. If you find something your school could use then check in at the maintenance office as transfer paperwork will need to be completed and left with maintenance. They will make arrangements for maintenance deliver those items to you and send me the transfer form so that it can be removed from my master surplus list.

Should you have ANY questions, please feel free to contact Jeri Foutch either by phone at (931) 375-3113 or by email at jfoutch@maurycounty-tn.gov.