
DECLARATION OF SURPLUS (MNO-P005)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure outlines the process of declaring district items surplus to be sold at the annual surplus sale.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Building Principals, Director of Accounting, Maintenance and Operations Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Accounting, Maintenance and Operations Supervisor

4.0 DEFINITIONS:

- 4.1 Surplus – District property that is still functional but is no longer needed and can be disposed of. Surplus district property cannot be given away, but must be sold and carefully accounted for.
- 4.2 Inventory Surplus Form – a three-part form by which surplus material is identified for processing.
- 4.3 Declaration of Surplus – a memo to the School Board of all surplus items to be approved for disposal or sale

5.0 PROCEDURE:

- 5.1 Each building independently identifies surplus material throughout the year.
- 5.2 The Inventory Surplus Form is filled out with complete information including the following:
 - 5.2.1 Date of form.
 - 5.2.2 Description of item(s)
 - 5.2.2.1 Text books are listed by title.
 - 5.2.2.2 Library books are described simply as number of boxes.
 - 5.2.2.3 Small miscellaneous items, e.g., instructional materials, are boxed and identified as miscellaneous.
 - 5.2.3 Quantity of each item (or boxes)
 - 5.2.4 Serial number where applicable (very important).
 - 5.2.5 Building name
 - 5.2.6 Building principal
 - 5.2.7 Condition of item (excellent, good, fair, poor, operable, and so on)
- 5.3 Prepare surplus items for pickup

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- 5.3.1 All books are to be boxed, **no more than 40# per box**.
- 5.3.2 All loose materials are to be boxed, same as above.
- 5.3.3 All closed-top, stackable boxes are to be taped well on bottom and sides where necessary.
- 5.3.4 All data to be wiped from computers by building technology resource assistant
- 5.4 The building administrator or program head signs the Inventory Surplus Form.
- 5.5 Send the entire form to the District Office Secretary-Receptionist.
 - 5.5.1 The Secretary-Receptionist department checks the forms for accuracy.
 - 5.5.2 The Secretary-Receptionist signs the form.
 - 5.5.3 The Secretary-Receptionist writes a declaration of surplus for the School Board.
 - 5.5.4 Each approved surplus line item is assigned a sequential number.
 - 5.5.4.1 Corresponding numbered labels will be created for each line item.
- 5.6 The Declaration of Surplus document is sent to the School Board for approval.
- 5.7 The white copies of Inventory Surplus Form are kept at the district office for auditing purposes.
- 5.8 The yellow copies of the Inventory Surplus Form are sent to the warehouse.
- 5.9 The pink copies of Inventory Surplus Form are sent back to the surplussing building with numbered tags. Tags are to be placed on the corresponding surplus items or boxes.
- 5.10 For surplus pickup procedure, see MNO-P004 with the following exceptions:
 - 5.10.1 The Inventory Surplus Form takes place of the Maintenance Direct work order in all respects.
 - 5.10.2 Surplus material is only picked up on Fridays. Each building is scheduled for surplus pickup two Fridays per year. See Warehouse website for schedule.
 - 5.10.3 If surplus is at the designated pickup location for the building on the specified date and all numbers and forms match the information on the yellow forms, it will be picked up.
- 5.11 Serial numbered material is deleted from building inventories based on surplus which is physically received at the warehouse and compared to Inventory Surplus Forms.
 - 5.11.1 If there are items on the forms, but not in the warehouse, the building will be contacted and will have to account for the disposition of the equipment.
- 5.12 Surplus materials are brought to the warehouse, checked for accuracy against the forms, and held until the annual surplus sale. Ads are coordinated by the District Office from the information supplied by the Warehouse.
- 5.13 The surplus material is listed in an advertisement to the public in the Wenatchee World.

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5.14 The surplus items are set up for sale in the warehouse and opened to the public.

5.15 Items are sold, money collected and accounted for by the Director of Accounting.

6.0 ASSOCIATED DOCUMENTS:

6.1 Inventory Surplus Form #DN-05-04

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Inventory Surplus Form	White copy - District	Three years	Shred as usual	
Inventory Surplus Form	Yellow copy - Warehouse			
Inventory Surplus Form	Pink copy - Maintenance			

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
30-Apr-02	A	Original Release
07-Jan-03	B	Updated job titles, clarified handling of small items (5.2.2.3), added details regarding numbering of items (5.7, 5.11.3) and handling of pink copies (5.10).
18-Nov-03	C	Replaced "Budget and Final Accountant" with "Director of Accounting" throughout.
09-Nov-04	D	Added definition to 4.3, added 5.2.7 (condition of item), added 5.3.4 (data wiped from surplus computers), moved 5.7 and 5.7.1 to 5.5.4 and 5.5.4.1, deleted flowchart

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