

SURPLUS PROPERTY PROCEDURES

Introduction:

We are located in the Riggsbee Support Services Center, 1500 Airport Rd, Gallatin, TN. Our operating hours are Monday thru Friday, 6:30 a.m. – 3:00 p.m. Our staff can be contacted at 451-6360 or 451-6503 and our fax is 206-6894.

Procedures:

When items or property have been identified by a school as no longer needed, the school may dispose of the property by (1) transferring the property to another school within the district, or (2) transferring the property to the Material Center.

School Transferring Tagged Property to Another School:

Anytime property is transferred from a school to another school, a **Property Transfer Form** must be processed and forwarded to the Material Center for record keeping and for ensuring property is properly controlled. The property is then taken off the Inventory List of the transferring school and placed on the Inventory List of the receiving school.

School Transferring Tagged and/or Non-Tagged Property to the Material Center (Surplus):

If surplus property is being turned in to the Material Center, the **Surplus Pick-up Form** must be processed and sent to the Material Center for approval and pick-up of the property. Arrangements for pick-up of surplus property are made by the Material Center personnel (See Pick-up Procedures listed below). After property is approved and received at the Material Center the Surplus Pick-up Form is used to make adjustment of property records.

NOTE:

The Surplus Pick-up Form will be used for either Tagged property and/or Non-Tagged property going to the Material Center. These forms are kept as a record for the final distribution of the property from the school district control. Letters or other documents **will not** be accepted in lieu of a current **Property Transfer Form or Surplus Pick-up Form**. Please call the Material Center for current forms or information if you have any questions. You may send a copy of the Property Transfer Form(s) or Surplus Pick-up Form through campus mail or fax the form(s) to the Material Center. When the property is picked-up the **original** forms will be needed for our records. We suggest the school keep a copy of the Property Transfer Form(s) and Surplus Pick-up Forms with a signature of the individual that picked-up the property and a School Designee.

Federal Property:

Property that was purchased with Federal Funds or accepted as Federal Property cannot be transferred to surplus without a release from the appropriate funding department (ex: Pupil Services, Federal Programs, and Career & Technical Training). Any items sent to the Material Center without a proper release must be returned to the school/department until proper releases are obtained. Contact the appropriate department for details.

Surplus Pick-up Procedures:

The school that has surplus property must complete a Property Transfer Form(s) or Surplus Pick-up Form, with authorized signatures and forwarded to the Material Center. The Material Center personnel will ensure the property is assigned to the school that is requesting transfer/pickup. After review and acceptance of the form the Material Center personnel will come and pick-up item(s) identified on the Form(s). This process normally takes 3 to 5 working days and depending on workload.

Items Not Accepted By Material Center:

The Material Center cannot accept any hazardous material. This includes inks, dies, chemicals, toner cartridges, explosive materials, acids, or asbestos materials, etc. It is the schools responsibility to properly dispose of this type of property.

Requesting Property from the Surplus Property Area:

A school principal or their designee can request items from the surplus area and obtain property free of charge for use in their school. All requests for surplus items/furniture may be made by work order to the Material Center. Any property leaving the surplus area must be requested by the school principal or their designee, and the property will be transferred to their school's inventory list if it is a tagged item. All requests must go through the principal or their designee, requests from teachers and staff will not be accepted.

Surplus Sale:

All property declared surplus property by the School Board will be disposed of in accordance with Sumner County Board of Education Policy DIC - Inventories, Personal Property Disposal.