

Warehouse Services

Definition of Surplus Property

Surplus property or furniture is defined as supplies or equipment which are not operational or not needed to operate a program.

Disposing of Surplus Property

Whenever COE program staff determines that equipment containing asset numbers or costing over \$500 are surplus property, the following should occur:

1. Program staff fill out the Property Change Notice/Surplus Property Form, and send to the Property and Liability Insurance Unit, MC245 (See sample form, Section 2 WH-Exhibit 1).
2. Call the Warehouse staff to see if space is available to store surplus at the Warehouse or if the item(s) is to be retained at the site.

Note: Efforts are made to recycle supplies which may be usable at other sites.

Acquiring Surplus Property

The procedure to acquire surplus property is as follows:

1. The Warehouse staff maintains a list of surplus Equipment, supplies and furniture. The list is distributed periodically to all programs and sites.
2. If a program wishes to obtain surplus items from the list, the item should first be inspected by the requester.
3. The Warehouse staff will deliver it.

Auction Statement

The SCCOE sells surplus property through an online auction service annually. Programs are notified prior to the auction.

Accepting Donated Property

When donations of property are offered to the COE, the item must first be evaluated by the Warehouse Supervisor, a program manager or a member of the Hardware Advisory Review Team (HART) to determine its value to the program.

1. The Board of Education officially accepts all donations. A report of the donation must be prepared either on-line or a donation form must be filled out. You may access the on-line form through the SCCOE web site. The forms are provided by the Center for Educational Planning (CEP).

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2. The CEP staff will prepare a board transmittal regarding the donation.