

Lake Stevens School District Surplus Guidelines

In order to clear your buildings while keeping better records of assets, please use these review these guidelines to inventory the materials you would like removed, and complete required forms. Special instructions for each type of material follow:

Textbooks and other educational aids
RCW 28A.335.180

Textbooks

Students wishing to purchase texts pursuant to RCW 28.320.230(2) shall have priority as to such texts.

Use the Textbook form to inventory the titles and quantities of books you would like to surplus. Be sure to include Publisher, Copyright Date and ISBN Number. The Condition field will help us to determine if we should surplus these textbooks or dispose of them. Once you have filled out the form and **attached a copy of it to the front of the items**, fill out a moving request form (see building head secretary) to dispatch the courier to pick up your books and take them to our storage container to await surplus approval from the Board of Directors. No textbooks or educational aids can be disposed of without Board approval.

Library Books

Use the Textbook/Library form to inventory the titles and quantities of books you would like to surplus. Be sure to include Publisher, Copyright Date and ISBN Number. The Condition field will help us to determine if we should surplus these library books or dispose of them. Once you have filled out the form and **attached a copy of it to the front of the items**, fill out a moving request form (see building head secretary) to dispatch the courier to pick up your books and take them to our storage container to await surplus approval from the Board of Directors. No textbooks or educational aids can be disposed of without Board approval.

Furniture/Equipment

Fill out the furniture and equipment form to remove furniture (desks, chairs, file cabinets, etc.) and equipment (fax machines, audio/visual equipment and other non-computer, asset-tagged items).

Furniture

If the furniture is reusable, please take a picture of the item(s) and send it to the Head Secretaries to share with their staff and see if anyone else might want the item. If no response is received in two days, the building secretary is to send a picture Anna Harrell and complete a move request. This will dispatch the courier to pick up the items and take them to surplus storage.

Equipment

Be sure to list Make, Model, Serial Number and Asset Tag Number on the form so we can match the item with our District inventory. If the equipment is reusable, notify other buildings of the material available by sending a picture and email to the Head Secretaries at each building. If no response is received in 2 days, submit a move request, along with the Non-Tagged or Asset-Tagged Equipment form and notify Anna Harrell. This will dispatch the courier to pick up the items and take them to surplus storage. No asset-tagged equipment can be disposed of without Board approval.

Computers

To remove a piece of computer equipment (CPU, monitor, printer, digital camera etc.), submit a work ticket to helpdesk@lkstevens.wednet.edu to have machine evaluated by the technology staff.

Tech staff will evaluate the machine in one of four categories:

1. Reassign – machine can be used in another location in the District. Tech will remove machine and notify Asset Management of new location.
2. Surplus – machine will still work but is not needed in the District. Tech will reformat the hard drive and sign off on the Furniture/Equipment form. Building staff will list equipment on the Equipment surplus form and classify as Surplus. Board approval needed for disposal.
3. Dispose – machine cannot be reused. Tech staff will remove the hard drive and sign off on the inventory sheet. Building staff will list equipment on the equipment surplus form and classify as Dispose. Board approval needed for disposal
4. Parts – machine cannot be reused but it can be used as parts. Tech staff will remove machine and send asset tag to Asset Management. Board approval needed for disposal.

Once Technology has evaluated the machine, send the form to Anna Harrell and she will dispatch the courier for pickup if necessary. Thanks for your help in keeping better track of District assets. If you have any questions, please don't hesitate to contact Anna Harrell at extension 1652.