

Lake Stevens School District Technology Department

Surplus Procedures

Our Asset Management goals this year are to help buildings gain storage space more rapidly while making sure that state surplus regulations are followed. So as promised, here are the new Surplus Books and Surplus Furniture and Equipment Forms for your use in ridding your buildings of unwanted materials.

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

Textbooks

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 texts or dispose of them. Once you have filled out the form, send it to Dana Takamoto at the ESC so she can inventory them. If there are no issues, she will 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 can be disposed of without Board approval.

Furniture and 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

Use only the Description, Location and Surplus/Dispose fields of the form for furniture. Send the forms to Dana and she will add them to our surplus list. If the furniture is reusable, we will notify other buildings of the materials available to see if anyone else can use it. If no response is received in one week, we will dispatch the courier to pick up the items and take them to surplus storage. No furniture can be disposed of without Board approval.

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, we will notify other buildings of the material available to see if anyone else can use it. If no response is received in one week, we 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.

Computer Surplus Procedures:

Download the surplus form from the technology department's section of the district website.

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.
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.
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.

Once Technology has evaluated the machine, send the form to Dana Takamoto and the Business department 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 Dana Takamoto at extension 1583.