

SURPLUS INFO & PROCEDURES

Surplus takes place from June 1st through the 1st week of September. Maintenance will not remove any items from classrooms/buildings outside of surplus times.

Items will need to be kept in your building if you miss the surplus window.

- ❖ Surplus will be done using a Surplus Form **only**. Discard all other methods previously used.
- ❖ If an item is still useful, offer it to others in your building and districtwide before surplusing.
 - If items are going to another staff member: Fill out the surplus form and note which *room & person* they are going to under the “reason” area.
- ❖ Heavy items are not to be moved by anyone other than maintenance as it can cause a physical injury or damage to floors or other areas.
- ❖ The surplus form must be filled out completely and be signed by the building administrator or designee.
- ❖ A *copy* of the signed form goes on the item/s to be surplusd and the *original* goes to Yessica at Central Office.
- ❖ The School Board must review and approve all surplus items so if you miss the surplus timeframe, save your items for the next round.

SAMPLE OF SURPLUS FORM

GRANGER SCHOOL DISTRICT SURPLUS FORM - Please fill out the form completely and legibly

Surplus takes place June 1st through the first week of September

DATE:							
Building	Leaving Room #	Staff Name <i>(please print)</i>	Describe Item	Quantity	Asset Tag/Barcode/Identifying Number	Reason	To

Surplus takes place June 1 through the first week of September

Maintenance will not remove surplus items from your room/building outside of the surplus timeframe

BEFORE surplusing your items: 1) Offer the item/s to others in your building

2) Offer the item/s to others in the district

3) Attach a *copy* of this completed and signed form to the item/s to be surplusd

4) Send the *original*, signed form to Yessica at Central Office

Yessica will notify maintenance of your surplus items once your original, signed form is received at CO.

Administrator (or designee) Signature Date

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