
SURPLUS OF FIXED ASSETS (SUP-P102)

DCSS – Supply Services

1.0 SCOPE:

- 1.1 This Procedure should be followed when a Site Property Control Clerk of the Dougherty County School System has equipment which is identified as Surplus.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Director of Purchasing

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Purchasing

4.0 DEFINITIONS:

- 4.1 DCSS - Dougherty County School System
- 4.2 GEMS - Government e-Management Solutions

5.0 PROCEDURE:

- 5.1 The Site Property Control Clerk identifies surplus equipment at their location.
- 5.2 He/she obtain a DCSS Property Assessment form signed by a qualified Technician.
- 5.3 The Site Property Control Clerk prepares an SUP-F006 for assets and SUP-F007 for non-assets.
- 5.4 Each form is signed by the Principal/Director; the original assessment form is attached and forwarded to Property Control.
- 5.5 A date is scheduled for pick up.
- 5.6 The Fixed Asset Clerk updates the non asset surplus file and transfers assets to the Surplus warehouse location using GEMS Inventory System.
- 5.7 The Director of Supply Services determines the need for a surplus sale and a memo detailing the need for a sale of surplus equipment is forwarded to the Superintendent and to the DCSS School Board for approval.
 - 5.7.1 If monies projected to be received from sale are greater than the cost of handling advertising and selling, the items will be sold by auction, sealed bids, direct sale, internet (eBay), etc.
 - 5.7.2 Upon approval, a sale date is scheduled.
 - 5.7.3 Each sale is recorded and funds collected.
 - 5.7.4 All sold assets are retired and deleted from the Fixed Asset System.
- 5.8 If cost of selling is greater than benefit, then the materials will be offered for haulage by agencies or individuals who have made their interest known to the Property Control Department such as: government agencies, community services; organizations such as Goodwill, salvage companies or non-school system individuals. School system employees will dispose of items if no one else is interested.

SURPLUS OF FIXED ASSETS (SUP-P102)

DCSS – Supply Services

6.0 ASSOCIATED DOCUMENTS:

6.1 SUP-F006

6.2 SUP-F007

6.3 DCSS Property Assessment Form

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Property and Equipment Inventory	Supply Services	Minimum of 5 years	GEMS System	Discard as Desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
08-Oct-03	B	Completed Records Retention Table, Changes in 5.3, 6.1 and 6.2
15-Jan-04	C	Deleted section 5.7 "A sale is conducted as an auction or as a "Yard Sale".
08-Apr-04	D	Added sections 5.7.1 and 5.7.2.
31-Oct-06	E	Changed title in section 5.6. Changed section 5.7.2 to section 5.8 and added Control to Property Department. Changed sections 5.9 and 5.10 to sections 5.7.3 and 5.7.4 respectively.
15-Jan-10	F	Changed title in sections 2.1 and 3.1.

***** End of Procedure *****