

SURPLUS PROPERTY WAREHOUSE
POLICIES AND PROCEDURES

THE SCHOOL DISTRICT
OF
SANTA ROSA COUNTY

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PREFACE

Surplus property procedures were developed for use to comply with School Board Policy and State Statutes in the fulfillment of responsibilities associated with management of property. Information is provided to assist you in properly removing, transferring, and disposing of surplus property. Procedures and forms are presented for your use.

Information not provided here may be obtained by calling:

Jon Thrush
Surplus Manager
850 983-5143

Bryan Gabbard
Purchasing Manager
850-983-5130

INTRODUCTION

Policy is established by State Statute as enacted and amended by the Florida State Legislature. Sections [274.05](#), [274.05](#) , [274.06](#) , [274.07](#) and [1006.41](#) of the Florida Statutes apply. These statutes dictate the policies and procedures to be followed and used by all personnel and members of Santa Rosa County School District as approved by the Santa Rosa County School Board.

GENERAL POLICY

The specific procedures set forth herein will assist all Santa Rosa School District employees in meeting requirements in accomplishing the following:

1. Identifying tangible personal property as defined in F.S. Section [274.02](#)
2. Provide instructions for transferring surplus property to the Surplus Warehouse.
3. Specify surplus property disposal in accordance with F.S. Section [274.06](#)

TANGIBLE PERSONAL PROPERTY

Tangible personal property is identified by parameters and value threshold outlined in Florida Statute Section. [The word “property”](#) as used in this section means fixtures and other tangible personal property of a non-consumable nature. [274.02](#).

SURPLUS PROPERTY

Controlled Property:

Controlled property has an asset number which is assigned by the Property Control Department. This does not include assets that have a red tag affixed to the property. Red tags are attached to property that had a purchase price below \$5000.00 and is not included in the active property control inventory. Red tagged items are non-controlled property.

Controlled property that has become worn out, damaged or nonessential within an area shall be transferred to the Surplus Property Warehouse. Most asset numbers begin with the letter “Y”. Controlled property will be held at the Property Warehouse to be reassigned to other School District entities or subsequent disposal.

To transfer Controlled property to the Surplus dept., enter a “Transfer Request” through our ERP system. Upon approval of the Transfer Request, the Surplus Department will schedule a pickup.

Non-Controlled Property:

Property will be inspected by the Property Custodian or approved designee at the school/department to determine condition and to decide the disposition of the property as to whether the item will be disposed, repaired, or sold.

The school/department will need to:

- assign appropriate personnel to determine the non-controlled property’s condition and the disposition of the property as to whether the item will be repaired, sold, or disposed.
- For items to be sent to Surplus fill out a Non-Controlled Property form and submit to Surplus
- conduct sales to public or donate items to non-profit/governmental entities. ([see “Sale of Non- Controlled Property” procedures](#) p.4)

Technology Related Equipment and Electronics:

Technology & electronics property that has become worn out, damaged or nonessential within an area shall be transferred to the Surplus Property Warehouse. This includes controlled and non-controlled technology and electronics equipment. All technology related items must be cleared through the school/department’s technology contact person. The school/department’s technology contact is required to “sanitize” all hard drives.

ALL Technology Related Equipment and Electronics shall be turned in to the Surplus Property Warehouse.

Examples :

Technology Related Equipment:

desktop CPUs computer monitors computer cabling laptops televisions mice keyboards
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Electronic Equipment:

projectors printers shredders speakers PA systems

The technology and electronics property will be packaged by the Surplus Department for recycling purposes through an approved vendor.

Technology related equipment and electronics property will be transported to and from the Surplus Warehouse by Surplus Department personnel, upon receipt of a properly completed ["Transfer to Surplus"](#) form for Non-Controlled Property . This form can be found at the ["Surplus Dept. Website"](#). The form should be completed with the identifying information of the technology related and electronics property (DP#,

description, serial numbers, etc.). Once completed, the form should be printed, signed and forwarded to the Property Control Department. Upon receipt of the completed transfer form, Property Control personnel will add the pickup to their schedule.

DISPOSAL OF PROPERTY

The Santa Rosa County School Board must approve disposal of all controlled property of the Santa Rosa County School District prior to its actual disposal in accordance with Florida Statute. Prior to submission to the School Board for approval, it must be ascertained that the property is no longer needed within the School District. Upon approval by the School Board, controlled property may be disposed by the Surplus Department of by online sales, scrap yards, or scheduled sealed-bid sales. Property will only be sold at these events.

The disposal of approved property is documented on a “Property Acquisition/Disposition Form” and a copy is provided to the Property Control Accountant for records adjustment, in accordance with F.S. Section [274.07](#).

SALE OF NON-CONTROLLED PROPERTY

The Property Custodian or designee must determine that the non-controlled property is no longer needed within the School District. Property will be inspected by appropriate personnel at the school/department to determine condition and to decide the disposition of the property as to whether the item will be disposed, repaired, or sold. Once the non-controlled property has been approved by the Property Custodian or designee, the school/department may choose to dispose of the property by following the approved procedures. The revenues received from the sale will be deposited into the school/department’s district allocated funds via District budget form or internal funds. To deposit the funds into the school’s internal funds account, documentation must be provided that the sold item was purchased from the internal funds account.

The following procedures shall be implemented for the sale of non-controlled property at the school/department:

- Property Custodian/Designee approves non-controlled property for sale.
- Locate for sale items in a restricted area for safety and security purposes.
- List property approved for sale on a “[Non-Controlled Property Sale Form](#)” for each sales event.
- Advertise sale date, time, item description, condition etc.
- Conduct sale onsite at the school campus.
- Designate a person to collect money at the onsite sale and record collections.
- Designate a person to reconcile money, property sold and remaining property.
- Turn in money, inventory for sale form, money collected form, and reconciliation paperwork to the school bookkeeper. Due to segregation of duties requirement, the bookkeeper shall not be the person designated to collect money at the onsite sale.
- The Bookkeeper will submit the money to the district finance office to be deposited in the school/department’s district fund. If documentation is provided, the funds can be deposited into the school’s internal funds account.
- Create a binder for non-controlled property sales. All paperwork from each sales event shall be included in the binder.

CAMPUS CLEANUP

The Surplus Manager will prepare an annual schedule of campus cleanups. The purpose is to remove non-controlled items or non-technology items such as broken desks/chairs, etc. that have no use. An email will be sent to principals, assistant principals, at least two weeks in advance and the annual schedule will be posted on the Surplus website prior to the beginning of the school year. Schools not prepared for the campus cleanup on their scheduled date will be bypassed and placed at the end of the schedule, if possible.

Campus Cleanup Procedures

- Contact the surplus manager and provide a point of contact for your school cleanup that will be used for further coordination.
- Consolidate property to be picked up in an accessible central location the day prior to your scheduled campus cleanup date.
- If you determine that your school does not need to be scheduled for an annual campus cleanup, please contact the surplus manager.

SURPLUS TEXTBOOKS

Out of adoption, textbooks will be picked up by the Surplus Department annually. The Surplus Department will provide Gaylord boxes on pallets for your staff to place the textbooks in; however, if the books are already in boxes, place those on the empty pallets (also provided).

DISPOSAL OF INSTRUCTIONAL MATERIALS

Disposal of all instructional materials will be conducted according to guidance provided in Florida Statute Section [1006.41](#) and approved by the Santa Rosa County School Board. Giving or lending the materials to other public education programs within the district or state, to the teachers to use in developing supplementary teaching materials, to students. Selling the materials to used book dealers, recycling plants, pulp mills, or other persons, firms, or corporations upon such terms as are most economically advantageous to the district school board.

Non-Controlled Property for Sale

These items must be approved by the Property Custodian or Designee at the school/department. The designee is listed on the authorized list approved by the Property Control Department. These items DO NOT have a Property Control Tag (Y#). This does include “red tag” items.

School/Department Name: School/Department Center Number:

<u><i>Description (Manufacturer, Model, etc)</i></u>	<u><i>Serial Number</i></u>	<u><i>Amt. Item Sold For (\$)</i></u>

Approved for sale by the Property Custodian or approved designee:

Print Name Signature: _____ Date:

THIS FORM IS TO REMAIN AT THE SCHOOL/DEPARTMENT. DO NOT SUBMIT TO PROPERTY CONTROL.

REFERENCES

School Board Policy:

[7.75](#) Sale, Transfer or Disposal of Property

Florida Statutes:

[274.02](#) Record and inventory of certain property

[274.05](#) Surplus property

[274.06](#) Alternative Procedure

[1001.43](#) Supplemental powers and duties of district school board

[1006.41](#) Disposal of instructional materials

[1013.28](#) Disposal of property

DOE:

[6A-1.087](#) School Board Responsible for Internal Funds.