## **SURPLUS INFO & PROCEDURES**

Surplus takes place from <u>June 1st through the 1st week of September</u>. 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 surplused 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 DIST	RICT SURPLUS FORM - Please fill out th	e form complete	ly and legibly	
	Surplus takes place June 1st through first full week of September				
				DATE:	
Leaving Room #	Staff Name (please print)	Describe Item	Quantity	Asset Tag/Barcode/Identifying Number	Reason
·				Administrator (or designed) Signature	
				Administrator (or designee) Signature	
		essica at Central Office			Updated Aug 2023
	place June 1 t vill not remove sing your items	Leaving Room # Staff Name (please print)  place June 1 through the first full week of Septivill not remove surplus items from your room/buildising your items 1) Offer the item/s to others in your 2) Offer the items to others in the dis 3) Attach a copy of this completed ar	Surplus takes place June 1st through first full week of Septem	Surplus takes place June 1st through first full week of September  Leaving Room # Staff Name (please print)  Describe Item  Quantity  Quantity  Quantity  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 1 through the first full week of September  place June 2 through the first full week of September  place June 1 through the first full week of September  place June 2 through the first full week of September  place June 3 through the first full week of September  place June 3 through the first full week of September  place June 4 through the first full week of September  place June 3 through the first full week of September  place June 4 through the first full week of September  place June 3 through the first full week of September  place June 4 through the first full week of September  place June 4 through the first full week of September  place June 4 through the first full week of September  place June 4 through the first full week of September  place June 4 through the first full week of September  place June 4 through the first full week of September  place June 4 through the first full week of September  place June 4 through t	Leaving Room # Staff Name (please print)  Describe Item  Quantity  Asset Tag/Barcode/Identifying Number  Asset Tag/Barcode/Identifying Number  Asset Tag/Barcode/Identifying Number  Describe Item  Quantity  Asset Tag/Bar