

PROCEDURES FOR SURPLUS TECHNOLOGY EQUIPMENT

ALACHUA COUNTY PUBLIC SCHOOLS

Definitions...

ASSET: equipment determined to be worthy of deployment elsewhere in the district

SURPLUS: equipment determined to no longer be of use to the district; this equipment is transported to the warehouse

SALVAGE: equipment that can be reused for parts to repair or maintain other ACPS assets

1. ACPS school-based employees inform their school's Site Tech/Media Specialist of the prospective surplus equipment. All prospective surplus equipment must have the documented approval of school administration personnel.
2. The school's Site Tech/Media Specialist creates a BigWebDesk (BWD) ticket for each item under the Subject "Surplus Request" for the equipment's repair department:
 - Printer Repair for printers
 - AV Repair for AV equipment
 - School's Zone Tech for computers
3. Printers and AV equipment will be transported to Sivia where the Repair Tech will evaluate the equipment.
4. For computers the Zone Tech will email other Zone Techs and PCR asking if the computers can be used at another site.
 - A. If a school/site wants the computers:
 - 1) The receiving school/site agrees to accept the computer and all costs associated with upgrading the equipment to current district standards.
 - 2) The sending school completes Form # DIS 056.003 to transfer the computer.
 - 3) The receiving Zone Tech is responsible for making sure the equipment is setup and working.
 - B. If no school/site wants the computer, but it can be salvaged, the sending school will remove the computer from their inventory and send it to PCR.
 - C. If no school/site wants the computers, the Zone Tech will close the ticket, listing the equipment as Surplus and inform the school's Site Tech to complete Form # DIS 056.003.
5. The Repair Tech/Zone Tech will close the ticket, listing the equipment as an Asset, Salvaged or Surplus and designate a target location for the equipment.
6. Equipment flagged as "Surplus" should have a printed copy of the ticket attached, with "Surplus" written in large bold letters at the top of the ticket and the location field of the ticket should be defaced. This will inform warehouse truck mail personnel of its destination.
7. Equipment deemed to be a valuable asset should have a printed copy of the ticket attached and "Asset" written in large bold letters at the top of the ticket and shipped via truck mail to the designated location. (Location should be changed on the BWD ticket.) A "Tangible Property Movement Form" – Form # DIS 056.003 – should be completed prior to transporting the equipment to the new location.
8. Equipment identified as "Asset" or "Surplus" should be placed in the truck mail pickup area.
9. Equipment listed as "Salvaged" will be removed from inventory via electronic communication with Warehouse personnel, and then stripped of its parts with the remnants discarded. Anything that is salvaged in the school system must be salvaged with at least two people witnessing the salvaging of the equipment. The form for salvaging or cannibalizing equipment is Form #DIS 067.001.

It should be noted that some equipment sent to Repair Services for support are Surplused or Salvaged after a repair is unsuccessful. This equipment is handled according to the procedures beginning with point number 5.

Forms DIS 056.003 and DIS 067.001 are on the Physical Distribution web site for district wide use.