

## Surplus Guidelines

All technology surplus equipment should be listed on the attached asset disposal form and appropriate signatures obtained. Please work with your building technician to determine if an item should be classified as working or non-working. Please send the form to Steve Lambert to arrange for surplus pickup from your building. Also please note that your building technician will determine items of value to the district.

### ***Items considered Technology Services surplus:***

Computers (CPUs)

Monitors

Printers

AV Carts

TV/VCRs

Software

Overhead Projectors

Data Projectors

Smartboards

Scanners/Laminators

Digital Cameras

Library Furniture

\*\*\*\*For Library furniture and Library books please contact Kerry Townsend or Julie Nichols\*\*\*\*

\*\*\*\*For Text Books please contact the department coordinator\*\*\*\*

\*\*\*\*Items not considered Technology Services surplus please contact FACILITY SERVICES for disposal\*\*\*\*