A. Property no longer needed in the operation of a building and/or department is considered to be surplus property. Disposal of surplus property is governed by state statutes and Board of Education policies. Building Principals and Supervisors should follow the procedures listed below in the removal/disposal of surplus property to ensure compliance with these statutes and policies.

Property determined to be of value for District operations will be distributed to other buildings and/or departments as requested.

Property determined to not be of any value for District operations will be identified and presented to the Board of Education as surplus property and then sold in compliance with RSMo 177.073, 177.091 and Board policy DN.

B. The Surplus Property Pickup form should be completed as follows:

1. DATE: The date the form is completed.
2. BUILDING: The building where the item(s) is located.
3. LOCATION OF SURPLUS PROPERTY: The area in the building where the item(s) is located.
4. QUANTITY, DESCRIPTION, CPS-NO., CONDITION: The quantity, description, CPS No., and condition of the items.
5. PRINCIPAL’S SIGNATURE: The principal’s or building supervisor’s signature is required.
6. DATE: The date the principal or supervisor signed form.

C. The completed form should be sent to Building Services where the item(s) will be scheduled for pickup (approximately quarterly).

D. Any items such as student or teacher furniture will be picked up and stored by Building Services. Other items will be listed and all building principals will be notified of what items are available and where these items can be seen. Building Services will transport any item from one building to another once a work order is received. Building Services does not have storage space for all surplus items, therefore, each building may have to store some of their surplus items.
E. Items that are not serviceable or repairable will be marked to be destroyed and taken to the surplus auction or sold as scrap. Items that are useable will be offered to other buildings at no charge on a first come first serve basis.

F. Contact the Assistant Director for Buildings and Grounds with any additional questions at telephone number 214-3760 or extension 28411.

SURPLUS PROPERTY PICKUP

Date: _________________________________
Building: ______________________________
Location of Surplus Properties: ______________________________

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Principal Signature _______________________________
Date: _______________________________

SAMPLE