



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
Fiscal Management	Discarding/Accepting Surplus Property	
Descriptor Code:	Issued Date:	Revised Date:
AP-D-220-2	June 1997	July 2023

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Any and all school property that is a part of school inventory must be accounted for at all times. When items are no longer needed or used, the principal must turn in a work order to have the property(ies) picked up by the Maintenance Department. **DO NOT TRASH OR GIVE AWAY ANY SCHOOL ITEMS.**

When accepting equipment, i.e., chairs, furniture, and other items from organizations or individuals, contact the Supervisor of Maintenance and Operations for approval. This process is to determine that items being received are approved for safety and control of the kinds of items received within our schools.

Maintenance is able to accommodate the pick-up of such items if proper notification is given (5 days when possible).

An inventory of accepted items shall be done by the principal/designee and a copy sent to the Director of Facilities' office. The inventory of accepted items should also be updated in the asset management software by the designated Property Custodian or the District Property Manager.