

**SURPLUS PROPERTY WAREHOUSE  
POLICIES AND PROCEDURES**

**THE SCHOOL DISTRICT  
OF  
SANTA ROSA COUNTY**

*Approved by*  
The School District  
Of  
Santa Rosa County  
Date: 06/24/2010

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## **PREFACE**

Surplus property procedures were developed for use to comply with School Board Policy and State Statutes in the fulfillment of responsibilities associated with management of property. Information is provided to assist you in properly removing, transferring, and disposing of surplus property. Procedures and forms are presented for your use.

Information not provided here may be obtained by calling:

Jon Thrush  
Surplus Manager  
850 983-5143

Cindy Lambeth  
Purchasing Agent  
Supervisor of purchasing,  
Surplus & Property Control  
850 983-5130

Judson C. Crane  
Director of Purchasing &  
Contract Administration  
850-983-5130

## **INTRODUCTION**

Policy is established by State Statute as enacted and amended by the Florida State Legislature. Sections [274.02](#), [274.05](#), [274.06](#), [274.07](#) and [1006.41](#) of the Florida Statutes apply. These statutes dictate the policies and procedures to be followed and used by all personnel and members of Santa Rosa County School District as approved by the Santa Rosa County School Board.

## **GENERAL POLICY**

The specific procedures set forth herein will assist all Santa Rosa School District employees in meeting requirements in accomplishing the following:

1. Identifying tangible personal property as defined in F.S. Section [274.02](#).
2. Provide instructions for transferring surplus property to the Surplus Warehouse.
3. Specify surplus property disposal in accordance with F.S. Section [274.06](#).

## **TANGIBLE PERSONAL PROPERTY**

Tangible personal property is identified by parameters and value threshold outlined in Florida Statute Section [274.02](#).

## **SURPLUS PROPERTY**

### **Controlled Property:**

Controlled property has an asset number which is assigned by the Property Control Department. This does not include assets that have a red tag affixed to the property. Red tags are attached to property that had a purchase price below \$1000 and is not included in the active property control inventory. Red tagged items are non-controlled property.

Controlled property that has become worn out, damaged or nonessential within an area shall be transferred to the Surplus Property Warehouse. Most asset numbers begin with the letter “Y”. Controlled property will be held at the Property Warehouse to be reassigned to other School District entities or subsequent disposal.

Controlled property will be transported to and from the Surplus Property Warehouse by Property Control personnel, upon receipt of a “[Transfer to Surplus](#)” form. This form can be found on the Property Control Department Website, <http://www.santarosa.k12.fl.us/property/>. The form shall be completed with the identifying information of the controlled property. Once complete, the form shall be printed, signed, and forwarded to the Surplus or Property Control Department. Upon receipt of the properly completed transfer form, Surplus Department personnel will add the pickup to their schedule.

### **Non-Controlled Property:**

Non-controlled property will not be picked up. Non-controlled property does not have an asset number assigned by the Property Control Department. Non-controlled property does include “red tagged” property. Property will be inspected by the Property Custodian or approved designee at the school/department to determine condition and to decide the disposition of the property as to whether the item will be disposed, repaired, or sold.

The school/department will need to:

- assign appropriate personnel to determine the non-controlled property’s condition and the disposition of the property as to whether the item will be repaired, sold, or disposed.
- conduct sales to public or donate items to non-profit organizations. ([see “Sale of Non-Controlled Property” procedures](#) p.4)
- contact approved vendor willing to pickup non-controlled surplus property from the school/department.

#### **APPROVED VENDORS**

- [Habitat Restore 981-0009](#) Contact: Randall Cooley - All employees can schedule pickups. Habitat Restore will pick up all remaining non-controlled items.
- [Helping Hands 994-9813](#) Contact: Kaye Clopton - Schedule pickups with Kaye. Helping Hands will pick up all remaining non-controlled items.
- [Waterfront Mission 623-3838](#) Contact: Charles Painter- Schedule pickups with Charles. Waterfront Mission will pick up most items.

### **Technology Related Equipment and Electronics:**

Technology & electronics property that has become worn out, damaged or nonessential within an area shall be transferred to the Surplus Property Warehouse. This includes controlled and non-controlled technology and electronics equipment. All technology related items must be cleared through the school/department’s technology contact person. The school/department’s technology contact is required to “sanitize” all hard drives.

ALL Technology Related Equipment and Electronics shall be turned in to the Surplus Property Warehouse.

Examples :

Technology Related Equipment: desktop CPUs
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Electronic Equipment: projectors
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computer monitors	electric hole punch	clocks/ time clocks	
printers	computer cabling	electric pencil sharpeners	
laptops	shredders	radios	televisions
mice	stereos and speakers	PA systems	
keyboards	VCR/DVD players	calculators	

The technology and electronics property will be packaged by the Property Control Department for recycling purposes through an approved vendor.

Technology related equipment and electronics property will be transported to and from the Surplus Property Warehouse by Property Control personnel, upon receipt of a properly completed “[Transfer to Surplus](#)” form. This form can be found at the [Property Control Department Website](#). The form should be completed with the identifying information of the technology related and electronics property (Y#, description, serial numbers, etc). Once completed, the form should be printed, signed and forwarded to the Property Control Department. Upon receipt of the completed transfer form, Property Control personnel will add the pickup to their schedule.

## **DISPOSAL OF PROPERTY**

The Santa Rosa County School Board must approve disposal of all controlled property of the Santa Rosa County School District prior to its actual disposal in accordance with Florida Statute. Prior to submission to the School Board for approval, it must be ascertained that the property is no longer needed within the School District. Upon approval by the School Board, controlled property may be disposed of by online sales, onsite sales at the district’s retail sales or scheduled sealed-bid sales. Property will only be sold at these events.

The disposal of approved property is documented on a “[Property Acquisition Disposition Form](#)” and a copy is provided to the Property Control Accountant for records adjustment, in accordance with F.S. Section [274.07](#).

## **SALE OF NON-CONTROLLED PROPERTY**

The Property Custodian or approved designee must determine that the non-controlled property is no longer needed within the School District. Property will be inspected by appropriate personnel at the school/department to determine condition and to decide the disposition of the property as to whether the item will be disposed, repaired, or sold. Once the non-controlled property has been approved by the Property Custodian or designee, the school/department may choose to sell the property. The revenues received from the sale will be deposited into the school/department’s district allocated funds via District budget form or internal funds. To deposit the funds into the school’s internal funds account, documentation must be provided that the sold item was purchased from the internal funds account.

The following procedures shall be implemented for the sale of non-controlled property at the school/department:

- Property Custodian/Designee approves non-controlled property for sale.
- Locate for sale items in a restricted area for safety and security purposes.
- List property approved for sale on a “[Non-Controlled Property for Sale](#)” form for each sales event.
- Advertise sale date, time, item description, condition etc.
- Conduct sale onsite at the school campus.
- Designate a person to collect money at the onsite sale and record collections.
- Designate a person to reconcile money, property sold and remaining property.

- Turn in money, inventory for sale form, money collected form, and reconciliation paperwork to the school bookkeeper. Due to segregation of duties requirement, the bookkeeper shall not be the person designated to collect money at the onsite sale.
- The Bookkeeper will submit the money to the District finance office to be deposited in the school/department's district fund. If documentation is provided, the funds can be deposited into the school's internal funds account.
- Create a binder for non-controlled property sales. All paperwork from each sales event shall be included in the binder.

## **CAMPUS CLEANUP**

The Surplus Manager will prepare a yearly schedule of proposed campus cleanups. The purpose is to provide schools a disposal option for property not able to be sold or donated to approved vendors. The schedule will be announced to principals, assistant principals and school bookkeepers prior to the beginning of the school year. A copy of the schedule will be provided to the maintenance department and the director of the custodial service. Property deemed repairable or otherwise useable will not be picked up and school personnel will be directed to contact the approved vendors for pick up. Schools not prepared for the campus cleanup on their scheduled date will be bypassed and placed at the end of the schedule, if possible.

### **Campus Cleanup Procedures**

- Contact the surplus manager and provide a point of contact for your school cleanup that will be used for further coordination.
- Consolidate property to be picked up in an accessible central location the day prior to your scheduled campus cleanup date. Personnel from the surplus department will visit the school prior to the cleanup in order to assess property and personnel requirements. **DO NOT STORE PROPERTY OUTSIDE IN THE WEATHER.**
- To ensure a complete pickup of property, please inform the surplus manager of property that is located in more than one central location.
- Campus cleanups will be cancelled for schools not prepared according to these procedures.
- If you determine that your school does not need to be scheduled for an annual campus cleanup, please contact the surplus manager.

## **SURPLUS TEXTBOOKS**

Textbooks will not be picked up by the Surplus Department. A vendor approved by the Property Control Department will pick up surplus textbooks from the school site. The school site shall prepare the books for pickup by storing them in a secure area at the end of the school year. The vendor will be scheduled to pick up the books prior to the start of the new school year. Before April, please notify the Surplus Department the location of your surplus textbooks for pickup. The Surplus Department will notify the school site with the scheduled pickup date. Please coordinate personnel to be present on the pickup date.

## **DISPOSAL OF INSTRUCTIONAL MATERIALS**

Disposal of all instructional materials will be conducted according to guidance provided in Florida Statute Section [1006.41](#) and approved by the Santa Rosa County School Board.







# REFERENCES

## Florida Statutes:

### **274.02 Record and inventory of certain property.--**

- (1) The word "property" as used in this section means fixtures and other tangible personal property of a nonconsumable nature.
- (2) The Chief Financial Officer shall establish by rule the requirements for the recording of property and for the periodic review of property for inventory purposes.

**History.**--s. 2, ch. 59-163; s. 8, ch. 69-82; s. 1, ch. 73-87; s. 5, ch. 82-104; s. 1, ch. 88-53; s. 5, ch. 96-209; s. 2, ch. 2004-296; s. 41, ch. 2006-122.

**274.05 Surplus property.--**A governmental unit shall have discretion to classify as surplus any of its property, which property is not otherwise lawfully disposed of, that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function. Within the reasonable exercise of its discretion and having consideration for the best interests of the county or district, the value and condition of property classified as surplus, and the probability of such property's being desired by the prospective bidder or donee to whom offered, the governmental unit may offer surplus property to other governmental units in the county or district for sale or donation or may offer the property to private nonprofit agencies as defined in s. [273.01](#)(3) by sale or donation. If the surplus property is offered for sale and no acceptable bid is received within a reasonable time, the governmental unit shall offer such property to such other governmental units or private nonprofit agencies as determined by the governmental units on the basis of the foregoing criteria. Such offer shall disclose the value and condition of the property. The best bid shall be accepted by the governmental unit offering such surplus property. The cost of transferring the property shall be paid by the governmental unit or the private nonprofit agency purchasing or receiving the donation of the surplus property.

**History.**--s. 5, ch. 59-163; s. 21, ch. 94-226; s. 6, ch. 96-209; s. 1, ch. 96-236.

**274.06 Alternative procedure.--**Having consideration for the best interests of the county or district, a governmental unit's property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function, which property is not otherwise lawfully disposed of, may be disposed of for value to any person, or may be disposed of for value without bids to the state, to any governmental unit, or to any political subdivision as defined in s. [1.01](#), or if the property is without commercial value it may be donated, destroyed, or abandoned. The determination of property to be disposed of by a governmental unit pursuant to this section instead of pursuant to other provisions of law shall be at the election of such governmental unit in the reasonable exercise of its discretion. Property, the value of which the governmental unit estimates to be under \$5,000, may be disposed of in the most efficient and cost-effective means as determined by the governmental unit. Any sale of property the value of which the governmental unit estimates to be \$5,000 or more shall be sold only to the highest responsible bidder, or by public auction, after publication of notice not less than 1 week nor more than 2 weeks prior to sale in a newspaper having a general circulation in the county or district in which is located the official office of the governmental unit, and in additional newspapers if in the judgment of the governmental unit the best interests of the county or district will better be served by the additional notices; provided that nothing herein contained shall be construed to require the sheriff of a county to advertise the sale of miscellaneous contraband of an estimated value of less than \$5,000.

**History.**--s. 6, ch. 59-163; s. 22, ch. 94-226; s. 7, ch. 96-209.

## **1006.41 Disposal of instructional materials.--**

(1) Instructional materials that have become unserviceable or surplus or are no longer on state contract may be disposed of, under adopted rule of the district school board, by:

(a) Giving or lending the materials to other public education programs within the district or state, to the teachers to use in developing supplementary teaching materials, to students or others, or to any charitable organization, governmental agency, home education students, private school, or state.

(b) Selling the materials to used book dealers, recycling plants, pulp mills, or other persons, firms, or corporations upon such terms as are most economically advantageous to the district school board.

(2) The district school board may prescribe by rule the manner for destroying instructional materials that cannot be disposed of as provided in subsection (1).

(3) All moneys received for the sale, exchange, or other disposition of instructional materials shall be deposited in the district school fund and added to the district appropriation for instructional materials.

(4) Instructional materials which have been sold, exchanged, lost, destroyed, or damaged and for which proper charges have been assessed and collected, and instructional materials which have been destroyed by fire or storm damage or by order of a competent health officer or the district school superintendent, shall be dropped from the record of instructional materials for which, as provided by law, district school boards are held responsible.

**History.**--s. 316, ch. 2002-387.