
SURPLUS COMPUTER/EQUIPMENT (WHS-P012)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the warehouse to manage the disposal of surplus computers and/or equipment from school sites and departments.

2.0 RESPONSIBILITY:

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Records Clerk

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Purchasing

Signature

Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 School sites and departments fax or mail an inventory list of declared surplus computers and/or equipment (plug-ins) to the district warehouse
 - 5.1.1 The disposal of declared surplus equi

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6.2 Quarterly Surplus Equipment Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Fixed Asset Transaction	File Cabinet	3 years	Discard as desired	Secured Warehouse
Confirmation	File Cabinet	3 years	Discard	328()8 Tw T(T)
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