

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 400-3
Subject:	DISPOSAL OR RELOCATION OF SCHOOL SYSTEM PROPERTY	Date of Issue: 3/9/78
Preparing Office:	Office of the Superintendent	Amended: 7/1/09

I. Policy 108.1

II. Procedures

- A. Excess school system property is any property owned by Frederick County Public Schools (FCPS) that will not continue to be used at its current location.
- B. After the decision has been made that an item is excess property, the site manager, i.e., the designated person responsible for maintaining the equipment inventory list, will prepare an equipment transfer form (ETF) and request a permanent relocation to the FCPS Warehouse indicating:
1. Good Working Condition/Reusable
 2. Obsolete
 3. Junk
 4. Trade-in (may be retained at site depending upon terms of procurement of a new product)

A temporary relocation may be requested to the audio-visual (AV) shop for maintenance/repair. Additionally, items may be transferred to other sites within the school system for use on a temporary or permanent basis.

All requests for transfer must be effectuated using the equipment transfer form at the transfer site. The ETF must be completed in advance within one week of the transfer.

- C. The ETF must indicate whether or not the equipment is in working order. For items purchased using state or federal funds, the funding source and educational program must be identified to determine if disposition is affected by federal or state regulation/grant. Failure to provide this information may result in denial of the equipment transfer.
- D. After relocating the item from the requesting site, the ETF requesting permanent relocation will be forwarded to the appropriate designated staff. The appropriate associate superintendent or executive director will designate staff with the responsibility of verifying the item condition and instructing as to its disposition.
- E. Designated individuals will be assigned for each of the following equipment subgroups:

- | | | |
|--|----------------------------------|-----------------------|
| 1. Elementary Classroom-General | 7. Secondary Physical Education | 13. Vehicles |
| 2. Secondary Classroom-General | 8. Elementary Physical Education | 14. Operations |
| 3. Office Furniture | 9. Secondary Science | 15. Maintenance |
| 4. Office Machines | 10. Media | 16. Career Technology |
| 5. Secondary Visual & Performing Arts | 11. Computer Technology | |
| 6. Elementary Visual & Performing Arts | 12. Food Service | |

- F. If the designated individual verifies the reusable designation, then the item will be stored in the warehouse and included in the reusable property inventory. A current property inventory list will be circulated to all sites on a monthly basis.
- G. If the designated individual verifies the obsolete designation, the item will be scheduled for sale at the next auction opportunity or offered for sale by Internet auction, quotation or bid. Additionally, if the anticipated value is minimal, the warehouse may offer the item to a recycler for removal and reprocessing to avoid disposal/handling costs. Any item designated as obsolete may be claimed at no cost by any tax-supported agency.
- H. Instructions for completing the ETF, maintaining asset records, and taking annual physical inventory are provided in separate procedures provided by the warehouse manager.
- I. If an item is marked as "junk" on an ETF, the ETF will be referred to the designated individual for verification of that status. If verified, the warehouse staff will follow identified salvage procedures or appropriate solid waste disposal procedures as determined by the designated individual.
- J. School/office staff will advise the warehouse manager in advance of any procurement that includes the "trade in" of capitalized equipment to the vendor.
- K. The administrator for any state and/or federal grant is responsible for complying with all requirements of the grant including equipment disposition procedures. Equipment disposition procedures must be communicated in writing to the site manager for information and retained in a property accountability file at the site.
- L. Property condemned for use by the Frederick County Health Department shall be scrapped for salvage value or appropriate solid waste disposal procedures.
- M. The Purchasing Department will not process purchasing requests for equipment without verifying that like equipment is not available on the excess property inventory. If a like item is available, the Purchasing Department will inform the requestor who will then determine the final disposition of the purchasing request.
- N. The individuals designated in section "E." above will establish the minimum timeframe for retention of reusable property in the warehouse after which the property can be sold. If no timeframe is established, the warehouse will retain any reusable item for a minimum of one year. After one year, warehouse staff will request another evaluation for future disposition from the designated individual. If the designated individual fails to respond within 30 days, staff will contact the individual's supervisor for a decision.
- O. The warehouse manager will maintain a list of firms authorized to sell items at auction. A firm must provide a detailed accounting of the auction results and provide an opportunity for Frederick County Government departments and agencies as well as non-profit corporations to claim any item that does not sell at auction. The auction firm must dispose of any unsold or unclaimed item after the auction by taking it to the Frederick County Landfill in accordance with direction from the assistant manager of materiel support.

- P. All auction proceeds will be recorded as miscellaneous income.
- Q. The procedures outlined herein will be followed to furnish and equip new schools as well as renovations and additions to established schools. (See Regulation 200-5.)
- R. Permanent Transfer of Excess Computer Equipment
1. In order to ensure that the school system is obtaining maximum usefulness out of excess computer equipment, all equipment transfers for computer equipment including PCs, scanners, printers, projectors, etc must include the following information in order for them to be processed. Any forms that are incomplete will be returned to the school or office originating the transfer. For larger quantities, this information can be included in a list that is attached to the form. (See sample list.) A Microsoft Word template of the equipment list is also available for your use. Simply indicate "See attached list." on the description line of the transfer form.
 2. Transfer request forms and lists for computer equipment should not include other non-computer related items such as AV equipment, books, furniture, etc. Under no circumstances should schools or offices throw-away computer equipment or peripherals. This usually violates laws governing disposal of the hazardous materials frequently found in PCs and accessories. Those items need to be transferred out using equipment transfer forms. **All completed forms should be sent to the supervisor of Technology Support at the Walkersville "B" Building.** The warehouse will not process computer equipment transfer requests without prior approval of Technology Services. Please contact the supervisor of Technology Support at 240-236-5825 if you have any questions.
 3. Below is a description of the information that needs to be included on the ETF form.
 - a. **Location From** – needs to include the school and the name of the course, program or department when appropriate. This is needed to determine if the equipment may have been purchased with restricted state or federal funds. The form must also include the room number/location where the equipment is located for pickup.
 - b. **PAS# - Property Accountability Sticker # or Serial #.** All items MUST have either the PAS# or Serial number to identify this particular item. The serial number is preferred since that is usually affixed in a permanent fashion. If both numbers are available please include them on the form so inventories can be adjusted. All items purchased with special funding property stickers (PAS# begins with "S" or "F") should be processed first through the appropriate curriculum office before submitting the transfer form. Some of these items may also have a separate state or federal ID tag. This equipment may require special processing.
 - c. **Item Description** – For computer equipment, this must include the model number. Any additional details would be helpful but aren't required. For example, "Dell GX270, 256 MB RAM, 20 GB drive" or "NEC 17 inch CRT monitor."
 - d. **Location To** – All excess items should be directed to "EXCESS." Tech Services will enter the final transfer location after that is determined. Equipment should not be transferred to Tech Services unless you are given specific instructions to do so.

- e. **Transfer Type** – leave blank. This will be completed by the Technology Services Department.
 - f. **Funding Source** – Indicate if it was purchased with state, federal, or local funds or was donated. This determines how it is processed. For equipment identified as state or federal funding, you should contact the appropriate curriculum office to see if these require special handling. If any items include a special state or federal ID tag, they should be removed and sent to the appropriate curriculum office. When the transfer has been cleared by that office, write that on the form and send to it to the supervisor of Technology Support at the Walkersville “B” Building.
 - g. **Description of Requested Repair** – FOR ALL EXCESS EQUIPMENT – Use this space to indicate if the equipment is in working order and if not, describe the problem as best you can. Keep in mind that if you have not indicated on the form if the equipment works or not, your transfer can not be completed and your form will be returned.
4. **APPROVALS** must have the signature of the originator and an administrator/cost center manager.
5. **IMPORTANT: Incomplete forms cannot be processed and will be returned to the school or office that submitted them.**

Approved:

original signed by

Linda D. Burgee
Superintendent

A sample list as well as a sample transfer form as it would appear if you were transferring a single item are shown below. Please note that when the originator's signature may be difficult to read, it's a good idea to print it out as well. If the form needs to be returned, it can be sent back to the correct person quickly.

Sample List

ABC Elementary School

Items Located in Room 131

Transfer Form # 87151

Item	Property #	Serial #	Does it Work?	Funding Source
Dell GX260, 256 MB RAM, 40 GB drive	L000032176	KL2F567	No - Bad System Board	Local
Dell GX520, 512 MB RAM, 40 GB drive, DVD burner	None	KL2G711	Yes	Local
HP LaserJet 4M Plus	S000912321	D312L12981	Yes	State
Dell 17 inch monitor		TS651	No - won't power up	Local
HP DeskJet 692 printer	None	XC13894R31	No - paper jams	?

Sample Transfer Form

REV. 12/04
SEE BACK FOR ROUTING INSTRUCTIONS
EQUIPMENT TRANSFER FORM
 Frederick County Public Schools
 33 Thomas Johnson Drive Frederick, MD 21702
 66872
 Transfer #

Location From: Tuscarora Middle School Tech Ed Dept. # / Prog. # / Rm. # 214
 Barcode: _____
 P.A.S. #: L0048612 Serial #: DN3YKL3 P.O. #: _____
 Item Description: Dell GX 270 256 MB Memory 20 GB Drive
 Location To: Excess Dept. # / Prog. # / Rm. # _____

TRANSFER TYPE: TEMPORARY or PERMANENT
 Relocation Relocation
 Maintenance Surplus (Good)
 Obsolete
 Junk
 Trade-In

FUNDING SOURCE: State (S) Donated (D)
 Local (L)
 Federal (F)
 School Lunch (A)

**DESCRIPTION OF REQUESTED REPAIR: Does not work - Bad system board

APPROVALS
 Originator: BK Morgan / 12/08/08 Date
 Principal/ Site. Mgr. Ralt Johnson / 12/10/08 Date

DISPOSITION
 Picked Up By: _____ / _____ Date
 Returned By: _____ / _____ Date
 Delivered To: _____ / _____ Date
 Received By: _____ / _____ Date

CENTRAL OFFICE AND SHOP USE ONLY

Vendor accepts responsibility for equipment removed from premises for repair:
 Vendor Name: _____ Address: _____
 Picked Up By: _____ Date: _____
 Returned To: _____ Date: _____

Inventory Record Adjustment:
 Signature _____ / Date _____

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