

To: All Concerned

From: Andrew Guerra
Technology Director

Subject: Property Disposal

The current procedure for disposal of surplus property from a campus or directorate is:

1. To fill out a Property Disposal Form, as specified by the Technology Office.
2. Attach the form or photo copy to the item or the prominent item in a group, displayed so that it can easily be seen.
3. Once Disposal Form is done, submit Work Order to have item(s) removed.
4. My instructions to the crews are not to move any items off campus for disposal that do not have a Disposition Form listing the items and signed by the principal.

Additional Instruction for Computers:

1. After completion of steps one of the three above Operations Department will contact the IT Department to coordinate bringing items in for processing.
2. The Operations Department will move the equipment to the IT Department and write the Work Order number on the Disposal Form and leave the form with the equipment.
3. Once the IT Department has completed processed equipment the Operations Department will be asked to come move Work Order number xxxxx.
4. Once the Operations Department moves the items to designated surplus storage area the Disposal Form will be signed by the designed Operations person and forwarded to the Technology Dept, Lillian Castillo- Inventory/Fixed Assets Specialist.