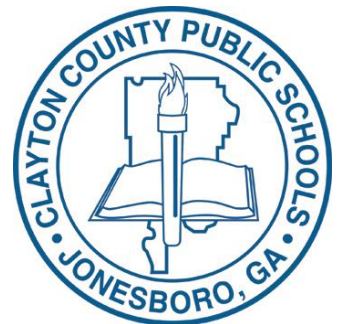


Inventory and Asset Control Procedures & Guidelines for CTAE Equipment/Property

Career, Technical and Agricultural Education (CTAE)
1058 Fifth Avenue, Jonesboro, GA 30236
Tel: (770-473-2700) Ext. 700191 | Fax: (678) 216-0336

CTAE Inventory Contacts:

Andy Sykes, Technology Department
Email: andy.sykes@clayton.k12.ga.us
Shon Demby, Purchasing Department
Email: sdemby@clayton.k12.ga.us
CTAE Coordinator: Dr. Eboni Chillis
Email: eboni.chillis@clayton.k12.ga.us



CTAE Inventory and Asset Control Procedures & Guidelines

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PURPOSE

These procedures provide Clayton County Public Schools (CCPS) accountability guidelines regarding the proper use, care and storage of CTAE equipment and supplies. The goal is to ensure that the office of CTAE meets all CCPS, state of Georgia and federal guidelines (where applicable) for inventory control requirements and procedures.

GUIDELINES FOR MAINTAINING CTAE EQUIPMENT/PROPERTY

The school principal is ultimately responsible for the supervision, use, security, and stewardship of all CCPS owned property including all CTAE equipment/property located within their school building. This accountability includes:

- proper security,
- prevention of misuse or loss of CTAE equipment/property, and
- maintaining updated information as to the location of all CTAE property within their building.

The fulfillment of these responsibilities on behalf of the principal may be delegated; however, the ultimate responsibility remains with the principal. Where appropriate, it is recommended that the principal appoint a local CTAE school contact person (each CTAE teacher) to oversee this responsibility and be responsible for maintaining and updating the school's CTAE Inventory Report for their classroom or program.

DOCUMENTATION OF EXISTING CTAE EQUIPMENT/PROPERTY

The CTAE school contact (each CTAE teacher) is responsible for performing *three school-wide CTAE equipment/property inventory audits at the beginning of the school year, start of the second semester, and the end of each school year.* This inventory audit should capture the required inventory data related to all CTAE equipment/property and its location on the school campus. The inventory audits should be completed in accordance with the following schedules:

- Initial – 20 days into the fall semester
- 2nd – no later than 20 days into the second semester
- 3rd and Final – no later than 1 week prior to the last contracted day in May

Inventory audits should be submitted electronically to the CTAE Department Inventory Contact.

DOCUMENTATION OF NEW CTAE EQUIPMENT/PROPERTY

The school contact for CTAE, i.e. bookkeeper or designated personnel, is responsible for immediately notifying the CTAE Department Administrator and/or Chairperson of all new or used CTAE equipment delivered to the school. Upon receipt of the inventory, building contacts should record the equipment/property's data on the current CTAE Inventory Control Form (created by the state). The CTAE Inventory Control Form is comprised of multiple tabs within the Excel document. The form can be located under the "CTAE documents" link on the CTAE website. A brief inventory guide, instructions and other inventory forms may also be found under that same link.

As each new piece of equipment/property valued at \$500 or more is added to the CTAE Inventory Control Form, each individual item should include (at minimum) the following information: Quantity, Description, Manufacturer, Model number, Serial number, CTAE Bar Code number, Date Acquired (received), the Room number (location) of the item, the Asset Condition of every line item, and any other identifying information necessary to track the equipment/property.

- The completed form should be submitted to the CTAE Inventory Contact no later than five (5) business days after receipt.
- This information should also be copied to the CTAE Administrator and Department Chairperson, Principal, and CCPS Inventory Contact so that the equipment can be properly received in the purchasing system.
- The additional equipment should become part of the CTAE Inventory Report for the teacher/program, and should be turned in cumulatively at the end of the year.

If you are unsure of what types of items to inventory, please see the list included in the CTAE Inventory and Asset Control Guide. The Guide is located on the CTAE website.

REMOVAL OR MOVEMENT OF CTAE EQUIPMENT/PROPERTY

CTAE Equipment/Property should only be used for official school business in support of CTAE programs. No person(s) are permitted to remove from the school premises any property belonging to CTAE unless otherwise directed by the CCPS superintendent or the CTAE Director/Coordinator. Additionally, CTAE equipment/property may not be removed from one location in the school building to another for purposes and use outside of supporting CTAE programs. The principal or his/her designated CTAE contact and/or the CTAE teacher of record is responsible for notifying the CTAE Department Inventory Contact via email whenever CTAE equipment/property is being removed from the school premises or being relocated within the school building. The CTAE teacher of record is responsible for notifying the CTAE Department Inventory Contact at the CTAE office whenever CTAE equipment is removed or relocated from the CTAE teacher's classroom/lab.

OBSOLETE, SURPLUS OR BROKEN CTAE EQUIPMENT/PROPERTY

CTAE equipment/property items that are deemed by the CTAE teacher and the Principal to be obsolete or irreparable (or whose current value is less than their cost of repair) may utilize the "Surplus form/Transfer form" per CCPS policy to request removal of said equipment. Follow the instructions listed on the "surplus document" found on the district's and CTAE website.

If surplus CTAE equipment/property is usable but no longer needed at your location, the building principal or designated CTAE school contact person is responsible for filling out the "surplus form". The designated CTAE contact should submit the surplus form to the CTAE Department Inventory Contact person and report salvaged or surplus CTAE equipment/property. Upon receiving the form, the CTAE Department Inventory Contact and the CTAE Director will work with the appropriate CCPS departments to determine next steps. A copy of the completed "Surplus Form/Transfer form" (and any accompanying documentation) should become part of your CTAE classroom/program inventory to adequately track CTAE funded purchases for audit purposes.

TEACHER MOVEMENT RELATIVE TO CTAE EQUIPMENT/PROPERTY

If and when a CTAE teacher leaves the school district, CTAE Equipment/Property remains at the school site and is to be assigned to the incoming CTAE teacher. In the case where a CTAE teacher is moved to another

area in the building or another CCPS school building to teach the same CTAE program, the teacher's CTAE equipment/property should follow him/her. No person(s) are permitted to remove from the school premises any property belonging to CCPS/CTAE unless otherwise directed by the CCPS superintendent or the CTAE office.

MISSING OR THEFT OF CTAE EQUIPMENT/PROPERTY

If and when CTAE equipment/property is discovered missing or stolen, an *immediate report* shall be completed. The report should be provided *immediately* to the building principal and the appropriate CCPS security personnel(s). The principal should follow CCPS guidelines regarding stolen or missing CCPS equipment, including filling out a "Certificate of Loss" form and filing a police report. Additionally, the CTAE teacher or principal should notify the CTAE Department Inventory Contact and forward a copy of both the "Certificate of Loss" and the police report to the CTAE Department Inventory Contact. The "Certificate of Loss" form and the police report should become a part of your CTAE classroom/program inventory to adequately track CTAE funded purchases for audit purposes.

CTAE INVENTORY AUDITS

Throughout the school year, the CTAE district office may conduct periodic district-wide inventory audits to cross reference and confirm the accuracy of CTAE equipment/property inventory records. The audits will also serve the purpose of ensuring proper use and accountability as it relates to CTAE equipment/property. Schools will be notified of audit visits in advance. During the audit visits, the principal or the CTAE school contact person is responsible for providing the CTAE office audit team with the school's current CTAE Inventory on the proper form and to assist the audit team during the building walkthrough.

CTAE FIVE-YEAR EQUIPMENT REPLACEMENT PLAN 2011-2018

2011-2012	Middle School Connections Career Academy
2012-2013	Middle School Connections Law and Justice 2013-2014 Information Technology (FPHS, NCHS, and MMHS) Construction Career Academy
2013-2014	Middle School Connections Cosmetology 2013-2014 Family and Consumer Science Culinary Arts Healthcare Science 2013-2014
2014-2015	Business Education Broadcast Video Marketing 2013-2014 Automotive Agriculture
2015-2016	Business Education STEM Engineering

AFJROTC

2016-2017 Middle School Connections
Career Academy

2017-2018 Middle School Connections
Law and Justice
Information Technology (FPHS, NCHS, and MMHS)
Construction
Career Academy
HSTE
Cosmetology
Marketing

*Aforementioned may include computers, printers and/or lab equipment.

* Industry Certification equipment will be replaced based upon expiration of certification year.

APPENDIX A

**CLAYTON COUNTY PUBLIC SCHOOLS
SURPLUS PROPERTY PROCEDURES
& DISPOSAL METHODS
INTERNAL PROCEDURES**

CCPS PURCHASING

218 STOCKBRIDGE RD.

JONESBORO, GA 30236

678-479-4505

678-479-4506 (FAX)

WWW.CLAYTON.K12.GA.US/PURCHASING

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PROCEDURES FOR PROCESSING, EVALUATING, REDISTRIBUTING, & DISPOSING OF SURPLUS PROPERTY

1.0 PURPOSE

The purpose of this document is to describe the procedure used for restocking and redistributing surplus property once it reaches the CCPS warehouse. Additionally, this document will address the role Purchasing Department staff plays in the disposition of CCPS surplus property and the detail the various methods and procedures used to accomplish it.

2.0 CONTACT INFORMATION

The Purchasing Department is responsible for administering the day to day operations of the reassignment and or disposal of surplus property. Questions regarding this process should be directed to:

Shon Demby

Procurement Card Administrator

Purchasing

218 Stockbridge Rd.

Jonesboro, GA 30236

678-479-0217 (office)

770-286-8783 (cell)

678-479-4506 (fax)

sdemby@clayton.k12.ga.us

These procedures are initiated when a Department's/School's Surplus Property Designated Contact sends a completed Surplus Inventory Log and an e-mail requesting surplus property pick up to the Purchasing Department Designee. The designee, acting as the Surplus Property Manager, serves as the liaison between all CCPS departments/schools and the Warehouse team, and is responsible for monitoring compliance with the guidelines detailed in this and the Surplus Policies and Procedures document.

In addition, Activity Summary Reports must be prepared and turned into the Director of Purchasing every other week, based on scheduled Cabinet meetings. (Check with the Office Manager for schedule. Report template is stored on the S: drive in the Surplus Folder.)

3.0 PROCESSING THE REQUEST FOR PICKUP

3.1 Requesting Pickup of Surplus Property

Schools and Departments having Surplus Property they wish to have picked-up should go to the Purchasing Department's Intranet site, select Surplus, and download a copy of the Surplus Inventory Log. (An Excel spreadsheet designed to permit schools/departments to provide specific pieces of information about the items being "surplused" to the Acting Surplus Property Manager.) Once completed, the log should be sent attached to an e-mail to the Acting Surplus Property Manager who will review it for completeness, forward a copy to the Assistant Warehouse Supervisor, and send a set of Surplus Property Identification Labels (labels with numbers that can be used to uniquely identify the items sent to the Warehouse as surplus) to the site contact with the instructions for applying the labels. At that point, the Assistant Warehouse Supervisor will enter a Work Order into the system and assign the Work Order to Warehouse staff to facilitate the retrieval of the items.

3.2 Surplus Property ID Number Labels

The Purchasing Department's Designee, acting as the Surplus Property Manager, is responsible for assigning unique identification numbers to each of the "surplused" items. The numbers are created on fluorescent colored Avery file labels (Avery 5026). The file can be found on the S: drive, in the surplus folder, in a file named "Identification # Labels. When a Surplus Log is accepted from a site, the contact should be sent sufficient labels to place one on each item and the matching numbers on a printed version of the log sheet which will be given to the Warehouse team retrieving the items. There should be one tag on each item and tags with the same numbers applied to those items applied to the Surplus Log. (Items can be applied to the back of the log is necessary. Refer to Appendix A for label samples.)

3.3 Scheduling Pick-up

The Assistant Warehouse Supervisor will e-mail the Department's/School's site contact notification of the scheduled pick-up date within one week of receiving the final approval from the Acting Surplus Property Manager. Pick-ups are to be scheduled taking into consideration Warehouse staff availability and workloads, but every effort is to be made to schedule pick-up within the aforementioned timeframe.

3.4 Notification of Receipt of Items by the Warehouse

The Assistant Warehouse Supervisor will e-mail the Acting Surplus Property Manager of scheduled removal dates and times, and confirm property removal and delivery to the Warehouse as the jobs are completed.

4.0 RECEIPT & EVALUATION OF PROPERTY

4.1 Collection of Surplus Items

The Assistant Warehouse Supervisor will inform the site's Surplus Designee of the scheduled pickup date and approximate time. **(Only those items approved via the Surplus Property Log will be picked-up.)** If the site has additional items, another Surplus Property Log must be submitted and a new Work Order must be issued. In addition, all items approved for removal as surplus should be tagged with one of the fluorescent labels inscribed with a unique identification number on the front or side of the item in the upper right-hand corner.

4.2 Warehouse Receipt of Surplus Property

The Warehouse staff will store surplus property in a designated area in the Warehouse in an orderly fashion, with like items stored together, as much as possible. Otherwise the items are to be stored in the assigned Warehouse Bay for review and more detailed processing.

4.3 Evaluation of Property

The initial evaluation of surplus is done by the Warehouse Supervisor who will assess the property to determine if it will be restocked, redistributed or disposed of. If the property is "commonly" used and is in good condition, the property will be retained (restocked) in the Warehouse for possible future use by other Departments/Schools. Such items are to be tagged with yellow stickers and placed in the appropriate Bay inside the Warehouse.

If the property is not in salvageable condition, (unable to use, sell or salvage) the property is to be tagged with a red sticker with an X written on it and disposed of in the most advantageous and cost effective manner permissible by Board policy. Refer to sections 8.0 Electronic Disposal and 9.0 Scrap Metal or Recyclable Property for additional detail.

Items in reasonable condition, but not needed for stock, are to be placed in the appropriate Bay. The Acting Surplus Property Manager will inventory these items, photograph them, then process, and post the items on the GovDeals website for sale to the general public. Section 6.0 Disposal Method, provides information on how CCPS employees and the public at large can purchase these items.

5.0 REDISTRIBUTION OF PROPERTY

Once items have been received by the Warehouse, the Acting Surplus Property Manager will take pictures and confirm the description and condition of the property, verify the Surplus ID# on each item, and verify the model and serial numbers as applicable. Items that can be reassigned are processed for posting to the department's Intranet Surplus Property site.

5.1 Purchasing Department's Intranet Surplus Property Site

The Acting Surplus Property Manager will place a picture and a description of the property labeled for redistribution onto the Purchasing Department's Surplus Property Database. (Links to the application can be found on the Department's official website, under Surplus Property.) Property advertised on the site will remain posted for a minimum of 5 business days. The procedures for posting items to the site are as follows:

1. Access the following URL:
<http://chalkboard.clayton.k12.ga.us/Departments/purchasing/surplus/surindex.asp>
2. Selecting Surplus Property Maintenance from the menu
3. Upload photos taken of the items to the site, assign the next available number from the log, and provide a description in the space provided.

5.1.1 Transfer of Property

Departments/Schools interested in property advertised on the Surplus Property website will have the opportunity to “Reserve” items using the application. Users will view photos of the items, make their selections and an e-mail will be sent to the Acting Surplus Property Manager, who will forward the applicable information to the Warehouse Manager. He will enter a Work Order to schedule delivery. Users who wish to inspect items of interest may do so by scheduling an appointment with the Purchasing Department’s Designee.

5.1.2 Delivery of Property

The Warehouse Supervisor will schedule a date and time for delivery of the selected surplus property. The receiving school/department must have their designated Surplus Property Contact available to sign for the items upon delivery. Only the Principal or designated contact of record may sign for the delivery.

5.1.3 Receipt of Property

Once items have been successfully delivered and properly signed for, the Warehouse Supervisor will send the signed Surplus Transfer Form to Purchasing. If the value of the asset warrants it, the Acting Surplus Property Manager will send a copy of the Surplus Transfer Form to Fixed Assets for their records.

Items not claimed by another CCPS schools or departments are then posted to the GovDeals website for auction. The procedures for posting items to this site are as follows:

5.2 GovDeals Auction Site Maintenance

Surplus items not claimed by schools/department after two weeks, are prepared for posting to the GovDeals website using the procedures outlined in the GovDeals procedures manuals. Research is done to ensure an accurate description of the item can be written. This may include talking to various Departments to garner information about specialized equipment, looking at manufacturers’ catalogs, and reviewing similar posting on the GovDeals site. Once the required information is obtained, items are posted onto the GovDeals site following their protocols. (Items posted to the GovDeals site may need to be inspected by bidders, appointments must be scheduled to permit bidders access to posted items.)

The basic procedures for posting an Asset to the site are as follow. Once on the site, there are instructions available for all other auction management and asset maintenance activities.

Add an Asset

Step 1. Click 'Assets.' This will open the window that permits entry of a new asset.

Step 2. Enter the information for the selling asset. It is important to describe each asset as accurately and as thoroughly as possible. This will assist bidders in their decision making process and may produce higher bids than those assets that are not clearly described.

NOTE: To move from field to field, use the tab key or mouse to select the field that you would like to enter data.

Step 3. Click 'Submit.' This action will save the asset information you entered. An Asset ID is automatically assigned to the document and cannot be altered.

Step 4. The next window to open will give the user five options.

- **Image Editor:** Allows the user to attach pictures/images to an Asset.
- **Modify Asset:** If your asset is accepted, you will receive the message, "Your entry was successful," and be able to view the newly added asset page.
- **Preview:** This selection allows the user to view the Asset in GovDeals Auction Site format.
- **Duplicate:** This selection allows the user to create an identical document for the previous one entered. Only the asset ID will be different.
- **New Asset:** Click this button to add a new asset.

Auction Management and Asset Maintenance activities are preformed at www.GovDeals.net, while bidders access available assets at www.GovDeals.com.

When an item has been sold, GovDeals sends two e-mails, one when the item has sold and one when it has been paid for. Once the item has been paid for, log onto the site, select **Bill of Sale** from the GovDeals master menu, and print the document. (Step-by-step procedures are available on the site and should be consulted often as there are frequent system updates.) Finally, contact the winning bidder to arrange an appointment to schedule item pick-up. After the item has been retrieved by the winning bidder, the log back on to the GovDeals and update the Pick Up report by selecting it from the menu and using the pull down menu to update the item status. Again, more detailed instructions are found on the website. In addition to updating the information on GovDeals, the sale should be noted in the CCPS Surplus Master Log by pasting "Sold" across the picture of the item.

Vehicles sales are coordinated with David Lewis in transportation. He is given the appointment time and the Bill of Sale. This information is combined with other transportation documents and a signed copy of the entire package is returned to this office for filing after the vehicle has been removed from CCPS property. As money raised by the sale of vehicles must be returned to Transportation, reports on the total sales from vehicles are provided to Kelvin Curtiss periodically. How often depends on sales volume. The final step is updating the GovDeals site and the Surplus Property Master Log.

5.3 Unselected Surplus Property

Property not selected by a Department or School and not being returned to District stock will be placed into a disposal category as outlined in the applicable sections of this document that follow.

5.4 Unserviceable Property

Unserviceable property (donated or purchased) will not be discarded, sold, raffled, given away, traded, cannibalized, or remain in use. Unserviceable electronic property, property purchased with Federal and State funds, and property valued over \$500 is to be logged as surplus and transferred to the Warehouse for site disposal.

SURPLUS PROPERTY DISPOSAL

PROCEDURES & METHODS

Per Board Policy DO, all school district property must be disposed of by sealed bids, public auction or other means as practical or cost effective. **Under no circumstances should a Department/School employee, discard, give away, sell, transfer, raffle, loan, lease or otherwise perform asset transactions with CCPS property except as outlined in District authorized and approved policies and procedures documents.**

Property not restocked or redistributed will be disposed of in accordance with Board Policy DO using one of the following methods:

6 Furniture/Equipment Disposal – GOVDEALS.COM internet auction service

6.1 Description of Property

The Acting Surplus Property Manager will post the pictures and descriptions of the property on the GovDeals website for a minimum of 5 days. In the event an item does not sell, the Acting Surplus Property Manager, in conjunction with the appropriate representative from the Warehouse or Transportation Department, will confer to decide whether or not to post the property for additional days before disposing of the item via other Board approved means.

6.2 Vendor Responsibility

GovDeals will contact buyers with winning bids, will handle receipt of all payments and will provide buyers with a Bill of Sale. GovDeals will e-mail the winning bid information to the Acting Surplus Property Manager. The information will include the item(s), winning bid amount, buyer's name, address and phone number. The Acting Surplus Property Manager will have the right to reject any and all bids.

6.3 Payment

GovDeals will mail a check for the winning bid, less 7.5% per item, to the CCPS Accounts Payable Department. The GovDeals processing piece is not complete for the Acting Surplus Property Manager until the PAID FOR/NOT PICKED-UP report is updated by the Acting Surplus Property Manager. Procedures for running and distributing this report are found in section 11.0 Reporting.

6.4 Property Acquisition for Winning Bidders

The Acting Surplus Property Manager will schedule an appointment for the buyer to pick-up the property. The buyer has 10 business days to remove the property from the CCPS Warehouse. Appointments will be scheduled between 8:00am – 3:30pm Monday through Friday.

6.5 Buyer Responsibility

The buyer is responsible for transporting, loading and unloading of the property. The property is sold "as is", "where is". The buyer must present the Bill of Sale provided by GovDeals to obtain the property. Transportation and Warehouse staff must verify the information on the Bill of Sale and on the Buyer's Certificates to ensure items are not given to the wrong buyers and buyers are not given item for which they have not paid.

6.6 Monthly Billing

GOVDEALS will mail a monthly itemized statement of all property sold to the Purchasing Department.

7 Vehicle/ Bus Disposal – GOVDEALS.COM internet auction service

7.1 Description of Property

The Acting Surplus Property Manager, the Coordinator of Transportation, or his designee, will take pictures of the vehicle/bus surplus; after which, the Acting Surplus Property Manager will post the pictures and description of the vehicles to the GovDeals website.

7.2 Vendor Responsibility

GOVDEALS will contact the buyer with the winning bid, will handle receipt of all payments and will provide the buyer with a Bill of Sale. GOVDEALS will e-mail the winning bid information to the Purchasing Department. The information will include the item(s), price, buyer's name, address and phone number. The Acting Surplus Property Manager has the right to reject any and all bids.

7.3 Payment

GOVDEALS will mail a check for the winning bid, less 7.5% per item, to the Accounts Payable Department. The Accounts Payable Department will process the check and will deposit it into the appropriate fund.

7.4 Vehicle Acquisition

Appointments for the winning bidder to pick-up their vehicle are schedule through either the Acting Surplus Property Manager or the Transportation Coordinator. The buyer has 10 business days to remove the vehicle form the CCPS Transportation Department, 7860 N. McDonough, Jonesboro, GA 30236. The facilities are open between 8:00am – 3:30pm Monday through Friday for vehicle pick-up. Appointments made through Purchasing must be coordinated with Transportation. Pick-up handled by the Transportation do not require the Purchasing Designee’s participation, but all transaction paperwork must be given to the Acting Surplus Property Manager for processing and the proper recording of the transaction.

7.5 Buyer Responsibility

The buyer is responsible for all expenses related to the fueling, removal, and transporting of purchased vehicles from CCPS property. Vehicles are sold “as is”, “where is”. The buyer must present a Bill of Sale and some form of identification to obtain the vehicle. He may authorize another person to claim the vehicle on his behalf by sending the Acting Surplus Property Manager and email with the name of the person. It is the buyer’s responsibility to make certain anyone acting on his behalf has the Bill of Sale, identification, and anything else necessary to move the vehicle from the property.

7.6 Purchasing’s/Transportaion’s Responsibility

The Transportation Coordinator is responsible for ensuring the Title is available when the transfer of ownership occurs. The Government tag must be removed from the vehicle/bus by the Transportation Coordinator or designee. The Authorized Transportation Officer will sign over the vehicle/bus title to the buyer and make a copy of the signed Title. The title and all other applicable documents are to be sent to the Acting Surplus Property Manager for filing, and the vehicle is moved to the **Transportation – Sold** worksheet in the Master Surplus Log.

7.7 Insurance

The Transportation Coordinator will contact the CCPS Risk Management contact have our Insurance Broker to remove the sold vehicle/bus from the CCPS fleet schedule.

7.8 Monthly Billing

GOVDEALS will send a monthly itemized statement of all vehicles/buses sold to the Accounting.

7.9 Unsold Vehicles

Vehicles and/or buses not sold after three (3) attempts on GovDeals are reassigned to the Transportation Department for reconsideration of the GovDeals posting information and for reconsideration of the minimum bid price, after which they are resubmitted for sale, and upon sale, are removed from the Master Surplus Property Log.

Electronic Disposal - Technical Systems Integrators (TSI) services (i.e., computers, copiers, projectors, radios, cell phones, televisions)

7.10 Request for Disposal

The will send a request, via e-mail, to the Warehouse Supervisor for electronic disposal. The Acting Surplus Property Manager will contact the vendor for removal of surplus computers and other electronic surplus stored at the warehouse in accordance with the contract on file and send e-mail notification to the Warehouse Supervisor. Refer to section 8.2.

7.11 Vendor Responsibility – Technical Systems Integrators

Technical Systems Integrators will remove and dispose of surplus computers & computer components/peripherals. The vendor will send the Acting Surplus Property Manager a Certificate of

Destruction confirming disposal of the property, a copy of which should be attached to a coded copy of the Surplus Property Log.

7.12 Payment

Technical System Integrators will submit payment for the recycled computers to the Accounts Payable Department and will send a copy of the payment to the Purchasing Department for record keeping. Upon submission of an invoice by the vendor, the Purchasing Department will issue a request for payment to Technical System Integrators.

8 Scrap Metal/Recyclable Property - Newell Inc. & United Recycling

8.1 Request for Disposal

The Acting Surplus Property Manager will contact vendors for quotes and will choose the vendor with the lowest quote or best value. The Acting Surplus Property Manager will schedule the date and time for the removal of scrap metal.

8.2 Vendor Responsibility

The vendor will remove and dispose of the scrap metal. The vendor will send the Acting Surplus Property Manager a Certificate of Destruction confirming disposal of the property.

8.3 Payment

The vendor will pay CCPS for scrap metal/recyclable property and will send the payment to Accounts Payable for deposit into the General Fund. The vendor will also send a copy of the payment to the Purchasing Department for record keeping.

9 Lost or Stolen Surplus Property

9.1 Lost or Stolen Items

Surplus items must be accounted for. In the event an item is determined to be lost or stolen or if the District has substantial reason for believing an employee has removed property or has in his or her possession items he or she is not authorized to have, a **Missing Surplus Property Report** must be prepared and the incident reported to Purchasing Director immediately. Missing items valued at over \$500 require an official police report be filed; therefore, Internal Investigations must be contacted. Once all reports have been completed, with signatures, copies should be turned in to the Director of Purchasing, as a package, and copies filed for our records. Once the report(s) has/have been approved by the Director of Purchasing, remove the item from the Surplus Property Master Log.

10 Reporting

10.1 Director of Purchasing

Every other week, based on the schedule for assigned Cabinet meetings, an Activity Summary report should be generated and turned in to the Director of Purchasing. The report should include a list of new items added to the Master Log and their source, new items posted to GovDeals, items sold on GovDeals, and any items ready for disposal due to failure to sell after three attempts.

11.2 Accounting

In addition, a copy of the items sold and claimed by winning bidders should be generated from the GovDeals **Reports** menu by selecting **Paid For/Picked Up**, and entering the requested information. This report should be sent to the Accounting Supervisor, and a copy give to the Director of Purchasing.

**CLAYTON COUNTY PUBLIC SCHOOLS
SURPLUS (STORAGE)/TRANSFER/DISCARD FORM
REDISTRIBUTION OF PROPERTY**

Date: _____

From Location: _____

To Location: _____

Surplus Property Contact: _____
(Print Name and Telephone Number)

This request approved by: _____
(Print Name of Department Head / Principal)

Quantity	Detail Description of Property	Model#	Serial #	Color	Please indicate: Transfer (T) Discard (D) Storage (S)

Principal/CTAE Supervisor Signature: _____

CTAE Coordinator Signature: _____ **Date:** _____

CTAE Coordinator signs-off and sends this form to Purchasing
218 Stockbridge Rd., Jonesboro, GA 30236
678-479-4506 (Fax)