

Surplus Process

Step-by-step instructions for filling out the "[Surplus Form](#)"

Step 1: Fill out the general information

- **Name:** Write your name on this line.
- **Location/Site:** Your school or department
- **Room:** Where are the item(s) located
- **Date:** Current date

Step 2: Provide details about the items you are declaring as surplus. ● **Description:**

Provide a description of the item. Make sure to include measurements, and any other detailed information that helps if we need to post for auction.

- **Qty:** List the quantity of the item
- **Model #:** Write the model number of the item if there is one if not type N/A
- **Serial #:** Item serial number- if none type N/A
- **Asset Tag#:** Include the SDUHSD asset tag number- if none type N/A

Condition: Describe the condition of the item using the following codes:

P=Poor G=Good F=Fair

Step 3: Reason for surplus: Explain why the item is being declared as surplus.

Step 4: Attach **pictures** of items -This helps us a lot to determine the action being taken.

Step 5: Submit to Principal or Director for approval

Once approved by principal this will route to the Purchasing Director for approval.

→ After Purchasing Director approves it this will route to Rick Delval to process and determine what actions to be taken he will also notify your plant supervisor so they are aware of the action being taken: Auction, Transferred to another site or disposed of and coordinate the next step.

***Important notes:**

- Once you have submitted your surplus form the items are not to be moved or disposed of without purchasing department approval.
- Surplus items need to be stored in a secure location (No surplus is to be stored outside). Please remind your staff that they cannot remove or add any items after the surplus form has been submitted as we sometimes have buyers who come from further North or even another country to pick up items they have purchased through the auction. So if the items are missing, this upsets the buyer and puts the District in an awkward position.

****If you have any questions please feel free to call us, we are here to help!**



Surplus Form

Name Suzi Lou Location/Site SDA Room: 223 Date 8/10/25

Description	Qty	Model #	Serial #	Asset Tag#	Condition
Orange student chairs	40	Virco	N/A	N/A	P
20" TV	1	Sony	121324654646	1154454	G

*Condition: **P**=Poor **G**=Good **F**=Fair

Reason for surplus Chairs are broken and rusted. The TV no longer needed at our site

Approvals:

Principal/Director: _____

Purchasing Approval: _____

Attache Pictures

Purchasing Use Only

Custodian Notified ☐

Action Taken: _____

Auction# _____ Date Posted: _____ Date Closed: _____

If Applicable

Transferred to Site: _____ Disposed: _____

Notes: _____
