

## **JORDAN SCHOOL DISTRICT SURPLUS HANDLING GUIDELINES**

1. **ALL SURPLUS ITEMS** are to be written or typed on the Equipment Transfer or Surplus Item Declaration form. This form can be found on the JSD Purchasing website under Fixed Assets/Forms. Please fill out ALL information making sure to list the Condition Code. If an item does not have an asset tag it still needs to be listed with all the same information as above.
2. All paperwork must be signed by the school principal or department director, and then sent to your Area Administrator for approval. Then it will be forwarded to the personnel in Fixed Assets.
3. If your school decides to keep an item that has been surplused, please contact Fixed Assets as soon as possible to have that item taken off your surplus paperwork.
4. There will be no deadlines for pick-up as in the past. Pick-ups will be generated by the amount of paperwork received and/or when we have enough surplus items to fill a truck. If you do not submit paperwork you will not be scheduled for pick-up. The easiest way to stay on top of your surplus is to write it up as you receive it and then send in the paperwork as your forms are full. Waiting till your surplus is overflowing will just make it harder for you to get the paperwork done and in. If you have questions on how to fill out your paperwork, please contact the Surplus Warehouse.
5. After surplus items have been picked up and processed, all items deemed useable for schools will go on the PublicSurplus.com website for reallocation. Items on reallocation are available for only schools to view. If you are interested in examining an item for your school, you may view them Monday through Friday, 8:00 a.m. to 3:30 p.m. or by appointment. Please contact the Surplus Warehouse at (801) 567-8709 to schedule. All surplus items will be on reallocation for four (4) weeks; they then will roll over into auction on PublicSurplus.com. To access reallocation items you will use your login and password that you created from the link we sent you previously. If you do not know if you have a login or have forgotten it, please contact the Surplus Warehouse. They can tell you your login but they do not have access to your password unless you sent it in.
6. To set up your reallocation login use the link below to access Public Surplus – then enter the Registration Code and proceed to create a user login and password. We would suggest that you use the name of your school or an abbreviation, i.e.; Copper Hills High School – login could be CHHS2014.

URL: <http://www.publicsurplus.com/sms/jordan.ut/register/internal>

Reg. Code: (NAIR 28 WHY 18)

After you have registered, please forward your login and password to the Surplus Warehouse so they know you are ready to receive notification emails when items are listed on reallocation. If you are assigning this out to someone other than yourself, please let them know that as well.

7. Surplus items that would sell on auction will be listed as soon as they have been on reallocation for four (4) weeks or deemed not needed by schools. (All JSD employees who wish to purchase surplus items for personal use must purchase it on the auction site.) The website for the auction is PublicSurplus.com.
8. The Surplus auctions will run for two (2) weeks, after the auction closes, the customer will go to the Surplus Warehouse to pay for and to pick-up their item(s).
9. All JSD Schools have first priority to surplus items listed on auction. If your school sees something on auction that they need, please contact the Surplus Warehouse and they will pull it from auction and arrange for a transfer. However, if the auction has closed, the sale is final and schools cannot claim the item. The general rule is that we will not pull anything from the auction the day it closes.

If you have any questions, please contact Kris Wishart at [kris.wishart@jordandistrict.org](mailto:kris.wishart@jordandistrict.org) or (801) 567-8709, and she will assist you.