

JORDAN SCHOOL DISTRICT SURPLUS HANDLING GUIDELINES

All surplus property (items that are obsolete or do not work anymore) must be disposed of in accordance with these guidelines. District property may not be discarded, destroyed, or given away.

If you have any questions, please contact Steve Oldham at the Surplus Warehouse: (801) 567-8709, steven.oldham@jordandistrict.org.

1. **All surplus items must be declared on a Surplus Item Declaration form.** (The form can be found on the JSD Purchasing website under Fixed Assets & Surplus Warehouse → Forms.) Please fill out *all* information for *all* items (including tag numbers, serial numbers, and condition codes).
2. **All paperwork must be signed** by the school principal or department director, **then sent** to your Area Administrator for approval. Then it will be submitted to Surplus/Fixed Assets.

If you do not submit paperwork you will not be scheduled for pick-up. Paperwork must be received prior to pick-up to determine how much truck and warehouse space is needed for your surplus items.

If your school decides to keep an item that has been submitted on surplus paperwork, please contact Fixed Assets as soon as possible to have that item taken off your paperwork.

3. **Surplus items deemed useable will be available for one (1) month to be redistributed** to schools or departments. Call or visit the Surplus Warehouse to check availability of items you need. The Surplus Warehouse is open to JSD employees Monday through Friday from 7:30 a.m. to 3:30 p.m.
4. **Surplus items not redistributed after a month will be sold on public auction at PublicSurplus.com.** (All JSD employees who wish to purchase surplus items for personal use must purchase them on the auction site.)

Surplus auctions will run for one (1) week. After the auction closes, the customer will pay online, then go to the Surplus Warehouse to pick up their item(s).

JSD schools and departments always have first priority to claim surplus items listed on auction. If you see something on auction that your school needs, please contact the Surplus Warehouse; they will pull the item from auction and arrange for a transfer. However, if the auction has closed, the sale is final and schools cannot claim the item. Transfer requests for auction items should be made prior to the final day of the auction.