



## **SURPLUS PROPERTY PROCEDURE (INV-P002)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for the disposal of surplus property.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Property Control Officer (PCO)

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer (CFO)

### **4.0 DEFINITIONS:**

- 4.1 Accountable Item: Defined in INV-G001 Inventory Guidelines
- 4.2 Surplus Property: Property no longer having an intended use by CMCSS and/or no longer capable of being used because of condition.
- 4.3 PCO: Property Control Officer

### **5.0 PROCEDURE:**

- 5.1 Excess items are declared no longer needed or not functional at the school/facility.
- 5.2 Material Transfer Form is generated by school/facility and forwarded to the warehouse foreman. Follow the Material Transfer Procedure (INV-P003).
  - 5.2.1 Warehouse foreman schedules date and time for pick-up of inventory for storage in the warehouse.
  - 5.2.2 A copy of the completed signed form is furnished to PCO after pick-up.
- 5.3 PCO verifies bar coded items, confirms accountable items and transfers property to the warehouse master inventory in the accounting software.
- 5.4 Prior to items being declared surplus by the Board of Education, principals/department heads are afforded the opportunity to view items stored in warehouse.
  - 5.4.1 Information systems checks nonfunctional equipment for replacement parts.
  - 5.4.2 Maintenance checks for items that can be repaired or refurbished.
  - 5.4.3 The Warehouse Foreman recommends to the Chief Financial Officer and the Property Control Officer a list of items to be declared surplus by the Board of Education. If the items are located at a school or other department, that school or department is responsible for sending the recommendations to the Chief Financial Officer and the Property Control Officer.
  - 5.4.4 For the proper format of the recommendation letter, contact the Property Control Officer. All items that are being disposed due to not being able to sell, traded-in for replacement item, or sold as a fundraiser (such as old jerseys) must also use this



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process and have the specifics outlined on the letter sent to the Business Affairs Office.

- 5.5 County agencies and Austin Peay State University are given the opportunity to view the items remaining and request transfer. Transfers must be approved by the Board of Education.
- 5.6 Board of Education declares items on recommended list as surplus. Board Secretary notifies the Business Affairs Department and the applicable school/department of the approval.
- 5.7 Items declared surplus items are sold by auction according to the Surplus Property Policy (INV-A002) .
- 5.8 Accountable items are removed from master inventory once sold or disposed.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Inventory Guidelines ([INV-G001](#))
- 6.2 Material Transfer Form ([INV-F004](#))
- 6.3 Tennessee Code Annotated Section 49-6-2007
- 6.4 Material Transfer Procedure ([INV-P003](#))
- 6.5 Inventories Policy ([INV-A001](#))
- 6.6 Surplus Property Policy ([INV-A002](#))

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Material Transfer Form	File cabinets	Seven years	Discard as Desired	Secured Building

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/12/03		Initial Release
3/03/03	A	Change conditions to condition in 4.2, change "will check" to "check" in 5.4.1 and 5.4.2
9/20/04	B	Interchange 5.7 & 5.8 and update flowchart
3/7/16		Updated logo.
10/4/16	C	Updated 4.1, 5.2, 5.3, 5.4. 5.4.3, 5.7, associated documents, and flowchart.



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3/6/19		Updated hyperlinks, not a revision.
7/22/19	D	Removed the 90 days provision.
6/5/23	E	Changed Definitions and related documents. Added PCO to get added to the surplus recommendation letter.

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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