

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



Clarksville-Montgomery County School System

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:

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

6/5/23, Rev. E INV-P002 Page 2 of 4



Clarksville-Montgomery County School System

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:

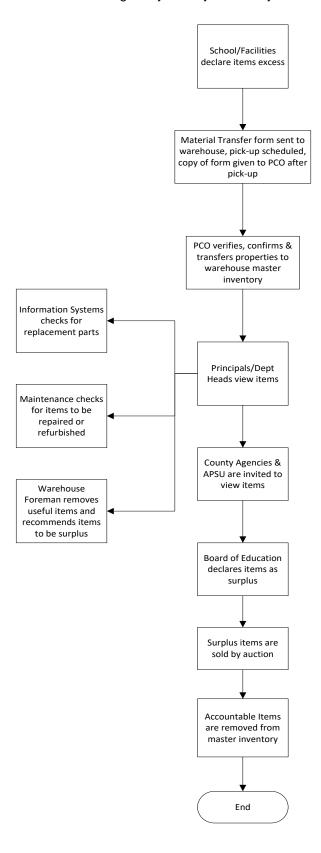
9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

End of procedure

6/5/23, Rev. E INV-P002 Page 3 of 4



Clarksville-Montgomery County School System



6/5/23, Rev. E INV-P002 Page 4 of 4