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

Clarksville-Montgomery County School System

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### **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.
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### **2.0 RESPONSIBILITY:**

- 2.1 Property Control Officer

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer

### **4.0 DEFINITIONS:**

- 4.1 Accountable Item: Property that has an acquisition value of at least \$5,000 or is included in the "sensitive equipment" list established by the CFO with an acquisition value of at least \$100.
- 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.
  - 5.2.1 Warehouse foreman schedules date and time for pick-up of inventory for storage in the warehouse.
  - 5.2.2 Copy of 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.
- 5.4 Prior to items being declared surplus 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 Business Affairs staff removes items deemed to still have a useful life and recommends list of items to be declared surplus by the board.
- 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.

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5.7 Items declared surplus items are sold by auction following advertisement in local newspaper at least seven days prior.

5.8 Accountable items are removed from master inventory

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Material Transfer Form ([INV-F004](#))

6.2 Tennessee Code Annotated Section 49-6-2007

### **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

### **9.0 FLOWCHART:**

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

**\*\*\* End of procedure \*\*\***

