

SURPLUS/TRANSFER DISCARDED EQUIPMENT

- 1. Check with Area Media Specialist before equipment is discarded.**
- 2. Get a “Jordan School District Equipment Transfer or Surplus Item Declaration Form” from the secretary. On the form include the following information:**

Location Number: Enter your school location number (Ex: 135 for Lone Peak)

School: Enter your school’s name

Work Order Number: N/A

Quantity: List how many

Description: Put name of equipment

Manufacturer: Put manufacturers name

Model: Put model number

Serial Number: Put serial number found on that piece of equipment

Asset Number: Put number found on the Jordan School District Asset Label

Code: See Condition Code chart and enter correct letter

Surplus Center: Make sure you put a “x” on the blank space

Copy the form – Highlight each item and tape a copy on each piece of equipment.

- 3. Make a copy of the completed form and file it.**
- 4. Return the form to the secretary.**
- 5. Notify the custodian that you have surplus equipment to be relocated.**
- 6. Delete the piece of equipment from computer.**
 - Destiny
 - Cataloging
 - Update Copies
 - Scan barcode

No QCall is needed. Fixed Asset Department has a pick up cycle which could be as long as 3 months. Secretary may contact Fixed Assets, 567-8717.

