

El Dorado County Office of Education
Internal Business Department

June 5, 2018

Listing of Surplus Property for County Board Action

The following items have been evaluated and a determination has been made that they meet one of the following criteria for the disposition of property per Board Policy 3140 and Superintendents Policy 3270.

Group 1-Item(s) with a value of \$25,000 each or greater (BP 3140)

These items require an independent valuation and advertisement for sale prior to disposition.

No items at this time

Group 2-Item(s) with a value of \$2,500 or greater (SP 3270)

These items may be disposed of by sale with advertising, by public auction, or by sale/donation to a local school district, or government agency. Unclaimed or unsold items may be disposed of in the local landfill.

No items at this time

Group 3-items of property with a value of less than \$2,500 (SP 3270/AR 3270)

These items may be disposed of by private sale without advertising, by public auction, or by donation to a local school district, or government agency. Unclaimed or unsold items may be disposed of in the local landfill.

- **1986 Steelgard Portable located at Lake Forest School, used by Extended day**
 - **Asset#N/A – Serial#7728-7729 – estimated value \$0**



5/23/18

Authorized by Diane Lacombe
Senior Director of Internal Business Services

Date

**EL DORADO COUNTY OFFICE OF EDUCATION
PROPERTY DISPOSITION/TRANSFER/SURPLUS NOTIFICATION FORM**

Program Section

Department Facilities

Contact Person Kathy Daniels

Inventory Tag # (white bar code) (if applicable) N/A

Serial # 7728-7729

Approximate Value \$ Portable is 24 years old and has no value

Description of Item Steelgard portable located at Lake Forest School, used by extended day.

Condition of Item Good Fair Poor Broken

Requested Disposition Trash Surplus (for use by another prog./dept. or donation) Sale (federal programs only)

Program Signature *Kathy Daniels* Date May 9, 2018

(Forward form with equipment to Warehouse or Information Technology Department (as applicable).)

Information Technology Section (computers/printers/phones/other IT equipment)

Trash/Keep for Parts * Available for donation/sale * Keep for re-deployment **

* Remove Inventory Tag and attach to this form

* If available for donation/sale: Estimated sales/donation value _____ (attach backup used to establish sales value)

* Forward form with equipment and (attachments as applicable) to warehouse with equipment.

** Initiate notice to accounting if equipment is kept for redeployment. Also notify accounting of new location when item is re-deployed.

Information Technology Signature _____ Date _____

Warehouse Section

Non Inventory Item (no white bar code) Inventory item (white bar code)

Trash Date of Disposal _____

Remove all EDCOE property tags prior to trash, sale or donation.

Transfer to new Department/Program Date Transferred _____ New Department/Location _____

Available for donation/sale

Warehouse Signature _____ Date _____

Facilities Signature _____ Date _____

(forward form to Accounting department)

Items held for Donation/Sale must remain in warehouse pending approval from Accounting/County Board Action

Accounting Section

Board Action to Declare Surplus taken on _____ Accounting Signature _____

Sold for \$ _____ *Attach copy of receipt given to purchaser Date of Sale _____

School/Agency Donation _____ Date of Donation _____
(Name of Agency)

Disposition completed in QCC System:

1. Broken/Trashed 2. Donated 3. Sold

Accounting Signature _____ Date _____