

We are changing the way we conduct surplus sales. Instead of holding local sales, we will be doing online auctions through GovDeals.com.

Brief Auction Overview –

Schools/Maintenance/Technology (depending on type of asset) will complete the asset removal form(s), take photos and submit to the Accounting Clerk on a weekly/monthly basis or as assets become available for removal.

Schools/Technology will be responsible for grouping items into “Lots” which can consist of 1 – 25 items. Photos will be required for each Lot, also the quantity and detailed description of the items.

Example: 24 Wood Student Desks
10 Dell 2300 Projectors

Note: If you have multiple Lots, you will need to use a separate form for each Lot.

The items can be kept in the room they are currently in until pick-up has been arranged, moved to an area in the school that has been designated for surplus storage by the Principal/Technology or brought to Central Office. Depending of the type of asset being auctioned, Maintenance/Technology will determine storage location. **Items must be secured until bidder pick-up. Once Lot has been posted online for auction, the Lot cannot be altered in any way (no adding/ removing/substituting from Lot).**

Since items valued less than \$500.00 do not require Board approval (exceptions are computers and vehicles), Lots will be posted on GovDeals.com as soon as the forms/photos are received. The auction will run for 5 days in which bidders have the opportunity to view the items. The winning bidder has 10 days to schedule a pick-up date. The winning bidder will also be responsible for removing items from school property or arranging/paying for shipping.

Depending on the type of asset being auctioned, Maintenance/Technology will meet with bidders for viewings and removals of items.

Schools will be responsible for general assets (furniture, books, etc.)

Maintenance will be responsible for vehicle/bus and any maintenance related equipment

Technology will be responsible for technology related assets (computers, printers, etc.)

Due to this new sale method, we have updated our asset removal procedure. I have attached the updated procedures and forms, as well as posted them to portal.

The new procedures have been separated according to responsibilities; School, Maintenance, Technology. I ask that you review each procedure for more detailed instructions.

This is a new process and any input you have on how to make asset removal process more convenient would be greatly appreciated. Please let me know if you have any questions or concerns.