

Technology Responsibility Regarding Removal of Assets

Technology Related Assets

Technology will be responsible for submitting Asset Removal Form, Office Equipment Inspection Form and removing any technology related assets. This includes the following:

- Computers
- Smartboards
- Printers
- Scanners
- Cameras
- iPads/iPods
- Projectors

Note: TVs are **NOT** considered Technology related

Technology will group items into Lots for auction. Lots should be limited to 25 items per lot (exceptions can be made for end-of-year computer sale)

Board approval is required for items valued at \$500.00 or more, computers, and vehicles.

Technology will submit the Asset Removal Form, Office Equipment Inspection Form and **photos** to Accounting Clerk on a weekly/monthly basis or as assets become available for removal.

Note Regarding Photos:

Multiple photos of each Lot is required by GovDeals

Either photos of entire Lot or if there are multiples of the same item, photos of individual item

(Example: There are 25 Dell 2300 Projectors – a photo of the entire Lot or a photo of one of the protectors or one photo of group and one photo of individual item)

- Items will need to have a **detailed description** and **quantity** listed
- Verify the **Asset Location Section** on the Asset Removal Form has been completed (**room # - please use Room ID Barcode # that is on the doorframe**)
- Note on Asset Removal Form the reserve bid amount for auction
- Remove fixed asset tag from item – place asset tag on form

Technology will determine the storage location of surplus for auction

Items must be stored in a **SECURED LOCATION**

Once Accounting Clerk post items online for auction, the Lot cannot be altered any in way (no adding/removing/substituting from Lot).

IMPORTANT: BVPS IS LIABLE FOR ANY DISCREPANCIES!

Storage can be either in the room (current location) or in an area of the school that has been designated by the Principal/Technology or moved to Central Office.

Technology will meet with bidder for viewing of surplus

Technology will meet with winning bidder at time of pick-up to verify that all of the items in the Lot are removed from school property.

Winning bidder must show a Bill of Sale signed by the Accounting Clerk at time of pick-up.

(Accounting Clerk will notify Technology when winning bidder viewing/removal of surplus is scheduled)