Schools Responsibility Regarding Transfer/Removal of Assets
*General Items, **Not** Technology Related*

Schools will group items into Lots for auction. Lots will be limited to 25 items per lot.

Schools will submit the Asset Removal 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 Wooden Student Desks – a photo of the entire Lot or a photo of one of the desks 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)**
➢ Verify if item can be re-used in another location
  Upon receiving a list of reusable items from Accounting Clerk, schools will do the following:
  o Notify school personnel of reusable items available
  o Provide Accounting Clerk with school, teacher, and room number for items to be transferred
➢ Remove fixed asset tag and place tag on form (if applicable)

Please be advised of the following:

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

Contact the Technology Department regarding removal of technology related items.

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

(Televisions are **NOT** considered a technology related item)

Items must be stored in a <mark>SECURED LOCATION</mark>
<mark>Once Accounting Clerk post items online for auction, the Lot cannot be altered any in way (no adding/removing/substituting from Lot).</mark>
<mark>IMPORTANT: BVPS IS LIABLE FOR ANY DISCREPANCIES!</mark>
Storage can be either in the room (current location) or in an area of the school that has been designated by the Principal/Maintenance or moved to Central Office.
(Maintenance will determine which location is best suited for storage)