

## **Maintenance Responsibility Regarding Transfer/Removal of Assets**

*Vehicle/Bus and General Items, **Not** Technology Related*

Accounting Clerk will send the Asset Removal Form to Maintenance

Maintenance will transfer any items that have been marked as reusable to new location noted on Asset Removal Form.

Maintenance will determine 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/Maintenance or moved to Central Office.

Maintenance will note storage location on Asset Removal Form and return form to Accounting Clerk

Maintenance will meet with winning bidder for viewing of surplus

Maintenance 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 Maintenance when winning bidder viewing/removal of surplus is scheduled)*

**Note: All bus/vehicle sales will be coordinated between Accounting Clerk, Maintenance, and Transit.**

Maintenance will complete the following:

- Submit Asset Removal Form, GovDeals Vehicle Inspection Form and photos to Accounting Clerk (multiple photos are required by GovDeals)
- Note on Asset Removal Form the Reserve amount for auction
- Submit keys, license plates, and gas card from bus/vehicle to Accounting Clerk
- Meet with winning bidder for inspection and pick-up  
Winning bidder must show a Bill of Sale signed by the Accounting Clerk at time of pick-up.

Transit will complete the following:

- Submit Confirmation of Surplus Bus/Vehicle Inspection Form to Accounting Clerk

Accounting Clerk will meet with winning bidder prior to pick-up to complete the following documentation:

- Bill of Sale
- BVPS Employee Disclosure Form
- Copy of Buyer's Certificate as proof of purchased from winning bidder  
(If being pick-up by a third party, a signed authorization release is required)
- Sign over title, distribute keys

**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)