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:
 - 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 **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 determine which location is best suited for storage)