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## SURPLUS COMPUTER/EQUIPMENT (WHS-P012)

Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process that is used by the warehouse to manage the disposal of surplus computers and/or equipment from school sites and departments.

**2.0 RESPONSIBILITY:**

- 2.1 Warehouse Supervisor
- 2.2 Warehouse Records Clerk

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Purchasing

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Signature

\_\_\_\_\_

Date

**4.0 DEFINITIONS:**

- 4.1 None

**5.0 PROCEDURE:**

- 5.1 School sites and departments fax or mail an inventory list of declared surplus computers and/or equipment (plug-ins) to the district warehouse
  - 5.1.1 The disposal of declared surplus equi

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6.2 Quarterly Surplus Equipment Report

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Fixed Asset Transaction	File Cabinet	3 years	Discard as desired	Secured Warehouse
Confirmation	File Cabinet	3 years	Discard	328( )8 Tw T(T)
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