

SURPLUS/TRANSFER DISCARDED EQUIPMENT

- 1. Check with Area Media Specialist before equipment is discarded.**
- 2. Get a “Jordan School District Equipment Transfer or Surplus Item Declaration Form” from the secretary. On the form include the following information:**

Location Number: Enter your school location number (Ex: 135 for Lone Peak)
School: Enter your school’s name
Work Order Number: N/A
Quantity: List how many
Description: Put name of equipment
Manufacturer: Put manufacturers name
Model: Put model number
Serial Number: Put serial number found on that piece of equipment
Asset Number: Put number found on the Jordan School District Asset Label
Code: See Condition Code chart and enter correct letter
Surplus Center: Make sure you put a “x” on the blank space
Copy the form – Highlight each item and tape a copy on each piece of equipment.
- 3. Make a copy of the completed form and file it.**
- 4. Return the form to the secretary.**
- 5. Notify the custodian that you have surplus equipment to be relocated.**
- 6. Delete the piece of equipment from computer.**

Cataloging
Password: modtitle
Type in title
Title is highlighted
Delete copy
Delete MARC Record if there is only one copy, otherwise leave MARC Record
Save

No QCall is needed. Fixed Asset Department has a pick up cycle which could be as long as 3 months. Secretary may contact Fixed Assets, Corie Fuller at 567-8717.

