

Surplus Instructions & Process

See attached: SURPLUS PROCESS CALENDAR

Per Massachusetts General Law Chapter 30B, New Bedford Public Schools sets written procedures for surplus property valued at less than \$10,000. Requests to declare items as Surplus are processed per School Committee Policy DN:

1. Schools and Departments submit a ***Surplus Request Form*** to Finance & Operations to declare any unwanted, defective, or obsolete property. If the property is in “good” condition, photos must be submitted along with the Form.
2. Finance & Operations collect *Surplus Request Forms* for a month then advertises them on the NBPS webpage for an entire month on the first business day of the next month. Schools and Departments have one month to review the online *Surplus Request Forms* and submit requests to the Finance & Operations for any desired items.
3. If no School or Department claims the advertised surplus items, Finance & Operations then submits the *Surplus Request Forms* to the Finance Subcommittee for approval to dispose.
4. The Finance Subcommittee will vote on the *Surplus Request Forms* at the next Finance Subcommittee meeting. If approved, the items will be declared as Excess Property and can be disposed of.
5. Upon Finance Subcommittee approval, Finance & Operations will notify the Facilities and Tech Services Departments to remove the Excess Property. Schools and Departments who submitted the Surplus Requests will be included in this notification. Facilities and Tech Services will then coordinate removal and disposal.

SURPLUS PROCESS CALENDAR

SUBMIT Surplus Requests submitted to Finance & Operations <u>at any point during</u> this Month:	ADVERTISE ... Will be <i>Advertised</i> on our website <u>for one entire month</u> , starting on the 1st business day of this Month:	DISPOSE ... And will be submitted for approval of disposal at this month's Finance Subcommittee Meeting:
DECEMBER	JANUARY	MARCH
JANUARY	FEBRUARY	APRIL
FEBRUARY	MARCH	MAY
MARCH	APRIL	JUNE
APRIL	MAY	JULY
MAY	JUNE	AUGUST
JUNE	JULY	SEPTEMBER
JULY	AUGUST	OCTOBER
AUGUST	SEPTEMBER	NOVEMBER
SEPTEMBER	OCTOBER	DECEMBER
OCTOBER	NOVEMBER	JANUARY
NOVEMBER	DECEMBER	FEBRUARY