



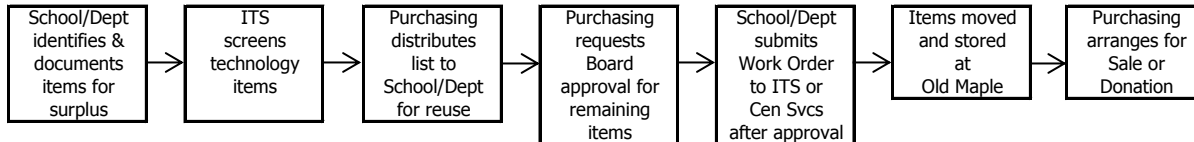
LOMPOC UNIFIED SCHOOL DISTRICT PURCHASING DEPARTMENT

REQUEST FOR SURPLUS INSTRUCTIONS

As of 10-2012

PURPOSE - To explain process & provide instructions for surplusing LUSD equipment & property.

Process for Surplusing Equipment & Property



Instructions for Completing Request for Surplus

1. Open Surplus Form.xls & immediately "Save As" using one of the formats as follows:
 - Surplus Buena Vista 08-01-12
 - Surplus Special Ed 08-01-12
2. Begin entering the following information:
 - a. Date
 - b. Administrator/Department Manager name
 - c. School/Dept name
 - d. Item(s) for surplus
 - Description
 - Make/Model – Name of Manufacturer and Model # if applicable
 - Serial Number
 - LUSD ID if applicable (white bar code tag with Red or Black writing)
 - Estimated original cost – Make your best estimate
 - Estimated current value – Make your best estimate
 - Is the item(s) working
 - Reason for surplus
3. Save & print page 1 of the document
4. Have your Administrator/Department Manager sign & date the "Approved by" box on page 1
5. Email the Excel file & signed page 1 to email to garnica.ruie@lusd.org

NOTE: Submit ITS Help Desk or Central Services work order **AFTER** Board approval
(Please wait for email notification & instructions from Purchasing)