

Purchasing

Surplus Property Equipment Pick-up Procedure

Surplus/obsolete equipment and supplies must be disposed of per District Policy #3270. Please follow the procedure outlined below to coordinate the pick-up and sale or disposal of your site's surplus/obsolete equipment.

- Requesting site must complete the "Equipment for Surplus" form.
 - A copy of the completed listing is to be placed with the grouping of items to be picked up.
 - Power cords are to be tied up (rubber banded, etc.)

- Site to coordinate pick-up with the Purchasing Specialist via phone call or email (ext. 5527 or rick.delval@sduhsd.net).
 - Email the completed listing to rick.delval@sduhsd.net
 - Once equipment has been picked up and disposed of, the equipment will be removed from inventory.

