

DISPOSAL OF ASSETS PROCEDURES

- The disposal of assets from individual sites will be scheduled on a quarterly basis on the third Wednesday of the following months:

July

October

January

April

- The ***Request for Authorization to Dispose of Equipment Form*** and a list of items need to be sent by inter-district mail to the Purchasing Department at least ten (10) days prior to scheduled pick-up date.
- Purchasing Department will scan the required form signed by the principal and e-mail to IT Department.
- IT Department will take the forms to the site and verify which items can be re-used and which items can be scheduled for disposal.
- When items are gathered in one location and ready for pick-up, e-mail Daryl at the Warehouse at dbense@qcusd.org.
- **ITEMS NOT READY AT TIME OF PICK-UP WILL BE RESCHEDULED FOR THE NEXT SCHEDULED PICK-UP DATE.**
- Items will be brought to the Con-Ex container behind the Warehouse for storage.
- Purchasing Department will schedule for hard drives and asset tags to be removed from the equipment.
- Purchasing Department will call recycling company for pick-up.