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**Maintenance Inventory Disposal Procedure (MTC-P003)**  
Milford Public School District

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**1.0 SCOPE:**

- 1.1 This procedure describes the process in which the Maintenance Department disposes of inventory in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

**2.0 RESPONSIBILITY:**

- 2.1 Director of Management Services

**3.0 APPROVAL AUTHORITY:**

- 3.1 Assistant Director of Maintenance

*Approval Signature on File*  
\_\_\_\_\_  
Signature Date

**4.0 DEFINITIONS:**

- 4.1 none

**5.0 PROCEDURE: -**

- 5.1 Maintenance is in receipt of the Inventory Disposal Form.
  - 5.1.1 Maintenance reviews the form and picks up the inventory to be disposed of.
  - 5.1.2 Maintenance has the option to re-evaluate the inventory for disposal for another use.
    - 5.1.2.1 If the inventory for disposal cannot be used elsewhere, Maintenance disposes of the inventory in the following manner.
    - 5.1.2.2 Maintenance take to a recycling company
    - 5.1.2.3 Maintenance takes to transfer station
  - 5.1.3 The Inventory Disposal Form is signed off by Maintenance and forwarded to Purchasing.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Inventory Disposal Form PUR-F002

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/25/03	A	Initial Release

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