
Inventory Disposal Procedure (PUR-P002)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies to the Purchase Department when it is necessary to dispose of books and equipment at 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 Deputy Superintendent of Operations
- 2.2 Secretary to Deputy Superintendent of Operations

Authorized Signature on File

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Signature

Date

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 The Purchasing Department is in receipt of the Inventory Disposal Form.
 - 5.1.1 The Inventory Disposal Form needs asset numbers, model numbers and serial numbers of each item for identification purposes.
 - 5.1.2 Attached to the form must be documentation stating that a list was circulated to the school district unless deemed unusable, unsafe, or damaged beyond repair by Deputy Superintendent of Operations.
- 5.2 Deputy Superintendent of Operations signs the Inventory Disposal Form.
 - 5.2.1 The Inventory Disposal Form is forwarded to Maintenance for delivery to the central warehouse. MTC-P003 Maintenance Inventory Disposal
 - 5.2.2 When Maintenance has completed MTC-P003 Procedure the Inventory Disposal Form is signed, noted and forwarded the Purchasing Department.
 - 5.2.2.1 Purchasing holds the form until the end of the year and forwards to Accounting for inclusion in the Capital Expense statement.
 - 5.2.2.2 Purchasing is in receipt of the Inventory Disposal Form at the end of year inventory and files forms.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 PUR-F002 – Inventory Disposal Form
- 6.2 MTC-P003 - Maintenance Inventory Disposal

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Inventory Disposal Form-PUR-F002	Purchasing Files	3 years	Dispose as desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/04/2004	B	Change title in 2.0, 3.0,5.0; add level to 2.0, change wording/spelling in 5.0; added form to 6.0; added form number and changed retention time in 7.0
05/15/2006	C	Delete definition and add language to 5.1.2

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