**Surplus Process / Instructions**

Per Massachusetts General Law Chapter 30B, New Bedford Public Schools (NBPS) sets written procedures for surplus property valued at less than $10,000. Requests to declare items as Surplus are processed per School Committee Policy DN:

1. Employees submit *Surplus Request Forms* to the Business Office to declare any unwanted, defective, or obsolete property.
2. Business Office collects *Surplus Request Forms* for a month then advertises them on the NBPS webpage on the first of the month. Employees have 30 days to review the online *Surplus Request Forms* and submit requests to the Business Office for desired items.
3. If no employees claim the surplus items, Business Office submits the advertised *Surplus Request Forms* to School Committee for approval to dispose.
4. School Committee will vote on the Surplus Forms at the next School Committee meeting. If approved, the items will be declared as Excess Property.
5. Upon approval, Business Office will notify Facilities and Information Technology Departments to remove the Excess Property. These departments will then make arrangements for removal and disposal.