

## SURPLUS PROCESS

**See attached: SURPLUS PROCESS CALENDAR**

*(Process takes about 1.5 months to dispose of surplus)*

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:

- Schools and Departments submit a **Surplus Request Form** to the Finance & Operations department to declare any unwanted, defective, or obsolete property. Broken furniture does not require approval; Contact the Facilities department to dispose.

**\* If surplus is in “good” condition, photos must be submitted with the Surplus Request Form \***

- Finance & Operations collect Surplus Request Forms for a month and then advertises them on the NBPS webpage (under the Finance & Operations tab) for an entire month beginning on the first business day of the month. Schools and Departments have one month to review and submit requests to Finance & Operations for any desired items. Notice is also in the Whaler 180.
- If no School or Department claims the advertised surplus items, Finance & Operations then submits the Surplus Request Forms to the Finance Subcommittee for approval to dispose.
- The Finance Subcommittee will vote on the Surplus Request Forms at the next Finance Subcommittee meeting. If approved, the items will be declared as Excess Property and may then be disposed of.
- Upon Finance Subcommittee approval, Finance & Operations will notify the Facilities and Tech Services Departments to remove the Excess Property. Schools and Departments that submitted the Surplus Requests will be included in this notification. Facilities and Tech Services will then coordinate removal and disposal. Schools and Departments should follow up with Facilities and Tech Services if disposal is untimely.
- All Surplus Requests / Approved Excess is recorded in the Surplus Log which is maintained by the Finance & Operations department.

# SURPLUS PROCESS CALENDAR

<b>SUBMIT</b>  Surplus Requests submitted to Finance & Operations <u>at any point during</u> this Month:	 <b>ADVERTISE</b>  ... Will be <i>Advertised</i> on our website <u>for one entire month</u> , starting on the 1st business day of this Month:	 <b>DISPOSE</b>  ... And will be submitted for approval of disposal at this month's Finance Subcommittee Meeting:
DECEMBER	JANUARY	MARCH
JANUARY	FEBRUARY	APRIL
FEBRUARY	MARCH	MAY
MARCH	APRIL	JUNE
APRIL	MAY	JULY
MAY	JUNE	AUGUST
JUNE	JULY	SEPTEMBER
JULY	AUGUST	OCTOBER
AUGUST	SEPTEMBER	NOVEMBER
SEPTEMBER	OCTOBER	DECEMBER
OCTOBER	NOVEMBER	JANUARY
NOVEMBER	DECEMBER	FEBRUARY