

Surplus

- Each school needs to have one designated individual as a surplus contact person. Email Elaine the name of the designated person. Elaine.gardiner@uintah.net
- Tag the item with the preprinted, numbered USD surplus tag. Tags are available at the maintenance office. A brief description of the item may be written on the tag.
- E-mail a photo and a description of your surplus item to Elaine. Include the model number and the condition of the item with the description. Make sure the USD surplus numbered tag appears in the photo.
- The value of the item will be determined by the maintenance department.
- Remove asset tags. Give asset information to Glenna Scott at the D.O.
- The maintenance office will enter the item online at www.publicsurplus.com
- Bidders may inspect the item before bidding at the selling location.
- After an item is sold online, the winning bidder will pay online. A receipt will be e-mailed to the winning bidder, along with notification to pick the item up at the school.
- Elaine will e-mail the surplus contact person at the school the winning bidder information.

Internal District Surplus Distribution

- Before an item is released for **public auction**, a picture of the item and the description may be emailed to all schools. The school receiving the item will pick the item up from the sending school.

***Note – Only those items which cannot be used in the school district, or resold shall be destroyed.