

Shasta County Office of Education

Property Surplus Disposal

Do not complete this form for surplus or disposal of technology items.

For surplus or disposal of technology related items e-mail the hotline at hotline@shastacoe.org

1. Inventory Tag No: Locate the asset tag indicating “Property of Shasta County Office of Education” and enter the number
2. Description: Enter a description of the property (i.e. oven, refrigerator)
3. Manufacturer: Enter name of the manufacturer
4. Model No: Enter the model number
5. Serial No: Enter the serial number
6. Condition of Property: Check the appropriate box that indicates property condition
7. Reason for Declaring Surplus: Check the appropriate box that indicates reason for surplus
8. Physical Location of Surplus Property:
 - a. Site: Enter site location where property is located
 - b. Building: Enter building if more than one at the site
 - c. Room: Enter room number where property is located
 - d. Contact Person: Enter person Business Services may contact with questions
 - e. Telephone Number: Enter telephone number for the contact person indicated
9. Obtain program manager approval signature
10. Remove the asset/inventory tag from property and attach it to the Property Surplus Disposal Request form
11. Make a copy of the Property Surplus Disposal Request Form and attach it to the property
12. Complete a Work Order at <http://www.mytechdesk.org/> to schedule pick-up of surplus item with Maintenance and Operations Department
13. Forward the original Property Surplus Disposal Request Form to Business Services Department

Please contact Business Services should you require assistance or have questions regarding the property surplus disposal process.