

MIS-212 SURPLUS PROPERTY PROCEDURES

August 2012



Conserving Resources, Reducing Costs, Protecting the Environment

TABLE OF CONTENTS

Contact Information.....	3
Introduction/General Information	4
School Board Policies for Property and Surplus Property	5-6
Process Overview	7
Transfer of Electronics	8
Transfer of Furniture/Cafeteria Equipment.....	9
Disposal of Electronics.....	10
Disposal of Furniture/Cafeteria Equipment	11
Sample #1 MIS-212: Transfer of Electronic Items	12
Sample #2 MIS-212: Transfer of Furniture/Cafeteria Equipment.....	13
Sample #3 MIS-212: Disposal of Electronic Equipment.....	14
Sample #4 MIS-212: Disposal of Furniture/Cafeteria Equipment	15
Sample Memorandums.....	16-19

CONTACT INFORMATION

Conservation and Recycling Operations (CRO)



Tony Bartenope, Recycling Coordinator

abarteno@pasco.k12.fl.us

(727) 774-7936

(813) 794-7936

(352) 524-7936

Cell (813) 235-3002

Fax (813) 794-7993

Kathy Ross, CRO Assistant

krross@pasco.k12.fl.us

(727) 774-7937

(813) 794-7937

(352) 524-7937

Fax (813) 794-7993

Website: <http://www.pasco.k12.fl.us/conservation>

INTRODUCTION

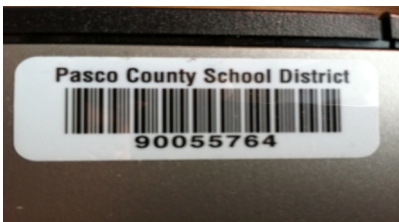
Every step outlined in this manual is in place for a reason...and, contrary to popular belief, that reason is not to make the process more difficult. Everything we do (including all documentation) is available for the public to view, and as such, must be as accurate and complete as possible. The bottom line is that we are all bound by law to properly acquire, account for, control, transfer, and dispose of property owned by the District.

In an effort to make the surplus equipment turn-in and transfer process as easy as possible, Conservation and Recycling Operations (CRO) coordinated with Instructional Media Technology Services (IMTS) to develop this manual for your use. Please understand that it is not possible to cover each and every scenario that might be encountered, but we have outlined the most common situations. If you have any questions, concerns or comments, please don't hesitate to contact Conservation and Recycling Operations at the telephone numbers listed on page 3.

GENERAL INFORMATION

The MIS-212 Report of Acquisition, Transfer, or Disposition of Property form is used to document the acquisition, disposition and transfer of property. Please use this form for ***ALL ELECTRONICS, FURNITURE, AND CAFETERIA EQUIPMENT that have a BPI tag or Barcode ID tag*** and need to be transferred or recycled. Please send all original hardcopy paperwork via courier to CRO for final processing, do not send faxed copies. ***Please do not send MIS-212 forms to Distribution Services or to Property Control.*** Additionally, please group all like items together (i.e. Monitors, CPUs, Laptops, Projectors, etc.) for ease of verification, identification, and accounting.

To avoid unnecessary delays in the transfer/recycling process, make sure to recycle or transfer your property throughout the year. Doing so will help avoid large quantities to accumulate at your facility that are awaiting processing and/or School Board approval.



**Barcode ID Number
(Sample)**



**BPI Number
(Sample)**

District School Board of Pasco County Policies for Property and Surplus Property

NOTE: Items in *Italics* are inserted by CRO solely for clarification

7300 - PROPERTY CUSTODIANSHIP

The Superintendent shall establish a procedure to regulate the acquisition, supervision, accountability, control, transfer, and disposal of all tangible personal property or intangible assets owned by the District.

Definition:

Property is defined as fixtures and other tangible personal property including software, of a non-consumable nature, the value of which is defined in F.S. 274.02 and the normal expected life of which is one year or more.

Property Custodian

The property custodian for tangible personal property or software shall be the Principal or cost center administrator of each facility site. This custodian may delegate use and immediate control of the property or software to other employees. The property custodian may not delegate the ultimate responsibility for control and use.

Each property custodian should devise and maintain his (*or her*) own records for any property and software items which are of such a nature that they are likely to be stolen or misplaced and whose value is defined in F.S. 274.02.

An employee or student shall not remove (*School*) Board equipment or software from its assigned premises without advance approval from the property custodian.

(*School*) Board equipment may be checked out to school employees, in accordance with District procedures, for use in their homes for purposes beneficial to the District, such as the completion of work assignments by instructional employees and the improvement of computer-related skills. Employee is responsible for the care and safe return of the equipment.

Equipment may be checked out by students for instructional purposes. The instructor will follow established procedures for the check out and return of the equipment. The student will be responsible for the care, use, and return of said equipment.

F. S. 1001.42, 1001.51

7310 - DISPOSITION OF SURPLUS PROPERTY

As needed or requested, the Superintendent will review the property of the District. The Superintendent is authorized to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

Instructional Materials

Upon the recommendation of the Superintendent, the (*School*) Board shall authorize the disposal of instructional materials (i.e., textbooks, library books, manuals, support materials, etc.) when they have become unserviceable or surplus or are no longer on State contract. (continued next page)

School Properties Disposal Procedure

Upon the recommendation of the Superintendent, the (*School*) Board shall authorize the disposal of property or software declared surplus which meets the definition of F.S. 274.02. Each property custodian shall recommend to Resource Recovery Office (*Conservation and Recycling Operations*) the tangible personal property and/or software no longer needed as surplus property at his/her facility. Once declared surplus, all property and software shall be disposed of in accordance with Florida Statutes. (*F.S. 274.02*)

The disposal of property and/or software, that has been declared as surplus and which is less than the value defined in F.S. 274.02, will be disposed of in the most economical manner possible. Documentation of such dispositions will be maintained by the appropriate property custodian.

Disposal of surplus property purchased with Federal funds or other grant funds shall be disposed of in accordance with the appropriate Federal or state grant requirements. F.S. 274.02, 1006.44.

7450 - PROPERTY INVENTORY

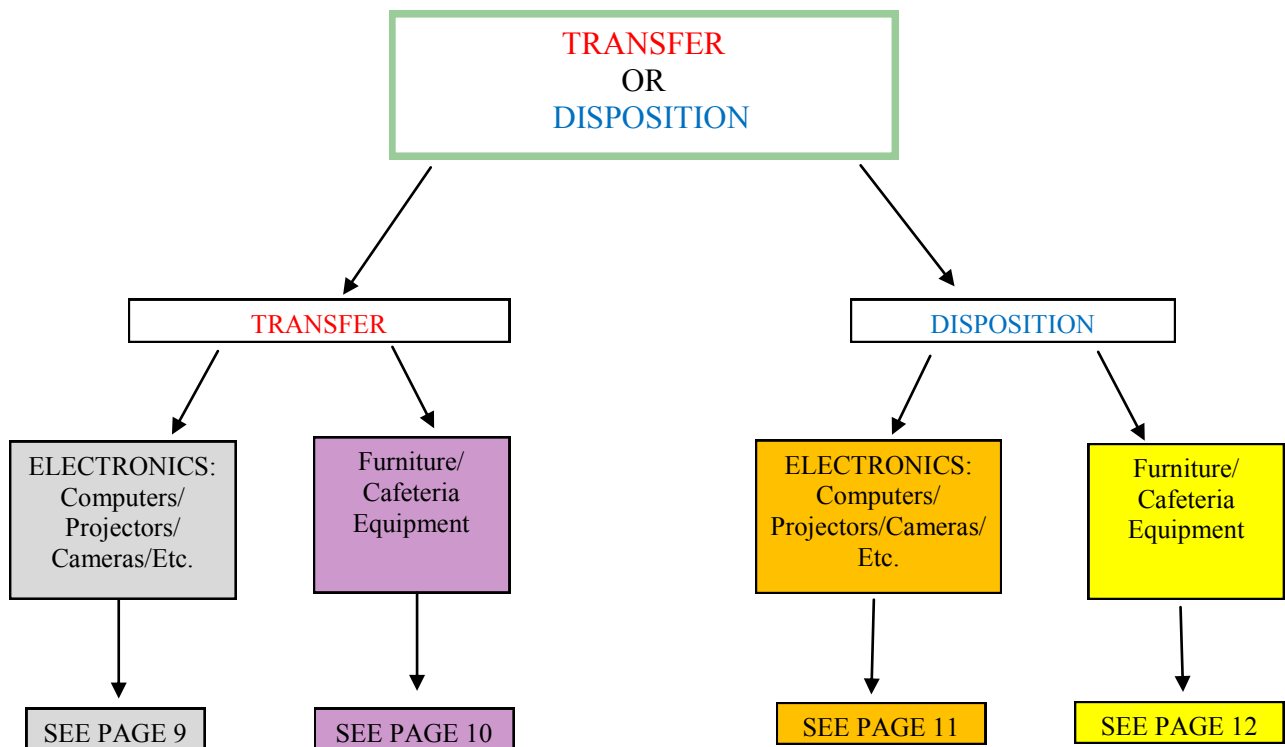
The Superintendent shall maintain an adequate record of its (*District School Board of Pasco County*) tangible personal property and software. A complete physical inventory of all property and software shall be taken annually and the date inventoried shall be entered on the property records. The inventory shall be compared with the property records and all discrepancies shall be traced and reconciled. The Superintendent shall conduct an annual physical inventory of property at each facility site. A report shall be made to the (*School*) Board of the results of each inventory. Discrepancies shall be brought before the (*School*) Board for disposition.

For purposes of this policy "tangible personal property" shall mean any property item, of a non-consumable nature, with a life expectancy of one (1) year or more.

Tangible personal property items shall be capitalized if it has a value equal to that set forth in State statute or less (*District School Board of Pasco County is \$750 or less*). (*As defined in*) F.S. 274.02, 1001.43

PROCESS OVERVIEW

Below is a flowchart overview of two (2) processes, Transfers and Dispositions. Specific guidance on each process is detailed on the pages that follow.



*** Keep property separated by MIS-212 package so it WILL NOT DELAY the pickup and removal process from your facility. Property CANNOT be picked up by Distribution Services until ALL paperwork has been completed/submitted AND has been approved by the School Board for removal AND has been placed in designated pickup area. DO NOT ADD PROPERTY TO THE MIS-212 ONCE THE FORM IS SUBMITTED TO CRO. Warehouse drivers will inventory property and only remove those items that have been approved.**

Documentation needed for Transfer Package:
(1) Completed MIS-212

TRANSFER:
**ELECTRONICS
COMPUTERS/
PROJECTORS/
CAMERAS/ETC.**

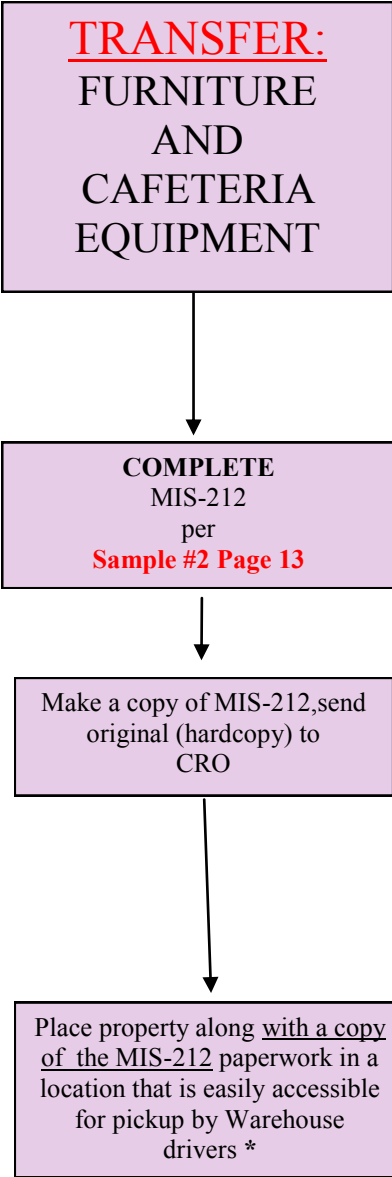
**COMPLETE
MIS-212
per
Sample #1 Page 12**

Make a copy of MIS-212, send original (hardcopy) to CRO for approval and coordination with IMTS

Place property along with copy of MIS-212 paperwork in a location that is easily accessible for pickup by Warehouse drivers *

*** Keep property separated by MIS-212 package so it WILL NOT DELAY the pickup and removal process from your facility. Property CANNOT be picked up by Distribution Services until ALL paperwork has been completed/submitted AND has been approved by the School Board for removal AND has been placed in designated pickup area. DO NOT ADD PROPERTY TO THE MIS-212 ONCE THE FORM IS SUBMITTED TO CRO. Warehouse drivers will inventory property and only remove those items that have been approved.**

Documentation needed for Transfer Package:
(1) Completed MIS-212



*** Keep property separated by package so it WILL NOT DELAY the pickup and removal process from your facility. Property CANNOT be picked up by Distribution Services until ALL paperwork has been completed/ submitted AND has been approved by the School Board for removal AND has been placed in designated pickup area. DO NOT ADD PROPERTY TO THE MIS-212 ONCE THE FORM IS SUBMITTED TO CRO. Warehouse drivers will inventory property and only remove those items that have been approved.**

Documentation needed for Disposition Package:

- (1) Completed MIS-212
- (2) Memorandum for lost/stolen/damaged/etc. (if required)

**DISPOSITION:
ELECTRONICS
COMPUTERS/
PROJECTORS/
CAMERAS/ETC**

Access TERMS
Screen M204 to verify
equipment information

**COMPLETE MIS-212 per
Sample #3 Page 14**

Draft Memorandum if property
has not fully depreciated using
samples from this document.
Contact CRO for guidance on any
special circumstances or
situations.

Make a copy of the MIS-212,
send original (hardcopy) and
Memorandum to CRO for
approval and IMTS coordination.

Once approved by
CRO and IMTS, item (s) will be
placed on
the next Board
Meeting's agenda.

Place approved property along
with the copy of the MIS-212
paperwork in a location that is
easily accessible for
pickup by Warehouse
drivers. *

*** Keep property separated by MIS-212 package so it WILL NOT DELAY the pickup and removal process from your facility. Property CANNOT be picked up by Distribution Services until ALL paperwork has been completed/submitted AND has been approved by the School Board for removal AND has been placed in designated pickup area. DO NOT ADD PROPERTY TO THE MIS-212 ONCE THE FORM IS SUBMITTED TO CRO. Warehouse drivers will inventory property and only remove those items that have been approved.**

Documentation needed for Disposition Package of Furniture/Cafeteria Equipment:

- (1) Completed MIS-212
- (2) Memorandum for lost/stolen/damaged/etc. (if required)

**DISPOSITION:
FURNITURE/
CAFETERIA
EQUIPMENT**

Access TERMS
Screen M204 to verify
equipment information

**COMPLETE MIS-212 per
Sample #4 Page 15**

Draft Memorandum if property has not fully depreciated by following the samples included in this manual. Contact CRO for guidance on any special circumstances or situations.

Make a copy of the MIS-212, send the original (hardcopy) and Memorandum to CRO for placement on the next Board Meeting's agenda.

Place property along with copy of MIS-212 paperwork in a location that is easily accessible for pickup by Warehouse Drivers. *

*** Keep property separated by MIS-212 package so it **WILL NOT DELAY** the pickup and removal process from your facility. Property **CANNOT** be picked up by Distribution Services until **ALL** paperwork has been completed/submitted **AND** has been approved by the School Board for removal **AND** has been placed in designated pickup area. **DO NOT ADD PROPERTY TO THE MIS-212 ONCE THE FORM IS SUBMITTED TO CRO.** Warehouse drivers will inventory property and only remove those items that have been approved.**

SAMPLE #1 - MIS-212 TRANSFERRING ELECTRONIC ITEMS

Your Cost Center information here

Today's Date

Fill in this information

Mark one of these boxes depending on who is physically transferring the property. (Sign if using new form/initial if using old form)

Mark this box

Sample

Sign here

DISTRICT SCHOOL BOARD OF PASCO COUNTY
REPORT OF ACQUISITION, TRANSFER, OR DISPOSITION OF PROPERTY

MIS Form #212
Rev. 10/10

Date: _____

I request the following action be reflected for tangible personal property in my custody. Please check appropriate box(es).

ACQUISITION: <input type="checkbox"/> Internal Funds (attach PO / invoice) <input type="checkbox"/> Grant (If these items were purchased with Grant funds, please identify the project number on the line provided.)	DISPOSITION: <input type="checkbox"/> Junked for Recycling <input type="checkbox"/> Missing/Stolen (attach police report) <input type="checkbox"/> Vendor Exchange <input type="checkbox"/> Trade-In (attach purchase order)	TRANSFER TO: <input type="checkbox"/> Conservation & Recycling Operations (CRO) (Outdated copies retained by the transferring cost center. Forward top three remaining copies to CRO for processing.) <input type="checkbox"/> _____ Cost Center Number _____ Cost Center Name	METHOD OF TRANSFER: <input checked="" type="checkbox"/> Distribution Services pick-up <input checked="" type="checkbox"/> District Personnel Name: _____
---	---	---	---

RELEASED BY: _____
Cost Center Number _____ Cost Center Name _____ Cost Center Signature (Administrator or Designee) _____

Bar Code ID (BCID)	Detailed Description (Include manufacturer)	Serial Number	*** Hardware Configuration	Purchased Date	Reason for Disposal	For District Use Only
90055764	Apple MAC Book Pro	W871131HWH4	1 GHZ/8 GB/256 GB			

RECEIVED BY: _____
Cost Center Number _____ Cost Center Name _____ Cost Center Signature (Administrator or Designee) _____

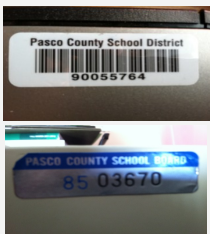
This form must be signed by the transferring and receiving cost centers. In the absence of both signatures, the tangible personal property will remain on the transferring cost center's inventory. As the transferring Administrator or Designee, it is your responsibility to verify the accuracy of this form and the ownership of the Bar Code ID.

CRO DEPARTMENT: Goldenrod copy is retained by the transferring cost center. Forward top three remaining copies to CRO for processing. Upon Board approval, CRO sends the MIS#212 to Distribution Services. Upon pick-up/delivery the receiving cost center signs the form and retains the pink copy (with both signatures). The remaining two copies are sent to CRO for distribution of copies to Property Control. ***Hardware Configuration relates to CPU/RAM/HD.

DISTRICT PERSONNEL: When equipment is transferred in personal or District vehicles, District personnel are responsible for processing paperwork.

Distribution Services: Date Picked Up: _____ Driver Signature: _____ Date Delivered: _____ Driver Signature: _____

BPI or Barcode ID number only (Do not use your school's locally developed number)



Detailed description of item(s)

Manufacturer's serial number

CPU/RAM/HD/Etc.

Do not write below this line

INCOMPLETE AND/OR INCORRECT MIS-212 FORMS WILL BE RETURNED FOR CORRECTIONS AND MAY CAUSE A DELAY IN PROCESSING

* **Keep property separated by MIS-212 package so it WILL NOT DELAY the pickup and removal process from your facility. Property CANNOT be picked up by Distribution Services until ALL paperwork has been completed/submitted AND has been approved by the School Board for removal AND has been placed in designated pickup area. DO NOT ADD PROPERTY TO THE MIS-212 ONCE THE FORM IS SUBMITTED TO CRO. Warehouse drivers will inventory property and only remove those items that have been approved.**

SAMPLE #2 - MIS-212 TRANSFERRING FURNITURE/CAFETERIA EQUIPMENT

Today's Date

Your Cost Center information here

Fill in this information

Mark one of these boxes depending on who is physically transferring the property. (Sign if using new form/initial if using old form)

Mark this box

Sample

Sign here

DISTRICT SCHOOL BOARD OF PASCO COUNTY
REPORT OF ACQUISITION, TRANSFER, OR DISPOSITION OF PROPERTY

MIS Form #212
Rev. 10/10

Date: _____

I request the following action be reflected for tangible personal property in my custody. Please check appropriate boxes.

ACQUISITION: <input type="checkbox"/> Internal Funds (attach PO / Invoice) <input type="checkbox"/> Grant (If these items were purchased with Grant funds, please identify the project number on the line provided.)	DISPOSITION: <input type="checkbox"/> Junked for Recycling <input type="checkbox"/> Missing/Stolen (attach police report) <input type="checkbox"/> Vendor Exchange <input type="checkbox"/> Trade-In (attach purchase order)	TRANSFER TO: <input type="checkbox"/> Cost Center Number _____ Cost Center Name _____ <input type="checkbox"/> Conservation & Recycling Operations (CRO) (detached copy is retained by the transferring cost center. Forward top three remaining copies to CRO for processing.)
---	---	--

METHOD OF TRANSFER:
 Distribution Services pick-up
 District Personnel Name: _____

RELEASED BY: _____
 Cost Center Number _____ Cost Center Name _____ Cost Center Signature (Administrator or Designee) _____

Bar Code ID (BCID)	Detailed Description (include manufacturer)	Serial Number	*** Hardware Configuration	Purchased Date	Reason for Disposal	For District Use Only
90055764	Cafeteria Table	W871131HWH4				

RECEIVED BY: _____
 Cost Center Number _____ Cost Center Name _____ Cost Center Signature (Administrator or Designee) _____

This form must be signed by the transferring and receiving cost centers. In the absence of both signatures, the tangible personal property will remain on the transferring cost center's inventory. As the transferring Administrator or Designee, it is your responsibility to verify the accuracy of this form and the ownership of the Bar Code ID.

CRO DEPARTMENT: Goldenrod copy is retained by the transferring cost center. Forward top three remaining copies to CRO for processing. Upon Board approval, CRO sends the MIS#212 to Distribution Services. Upon pick-up/delivery the receiving cost center signs the form and retains the pink copy (with both signatures). The remaining two copies are sent to CRO for distribution of copies to Property Control. ***Hardware Configuration relates to CPU/RAM/HD.

DISTRICT PERSONNEL: When equipment is transferred in personal or District vehicles, District personnel are responsible for processing paperwork.

Distribution Services: Date Picked Up: _____ Driver Signature: _____ Date Delivered: _____ Driver Signature: _____

BPI or Barcode ID number only
(Do not use your schools locally developed number)

Detailed description of item(s)

Manufacturer's serial number (If available)

Do not write below this line

INCOMPLETE AND/OR INCORRECT MIS-212 FORMS WILL BE RETURNED FOR CORRECTIONS AND MAY CAUSE A DELAY IN PROCESSING

*** Keep property separated by package so it WILL NOT DELAY the pickup and removal process from your facility. Property CANNOT be picked up by Distribution Services until ALL paperwork has been completed/submitted AND has been approved by the School Board for removal AND has been placed in designated pickup area. DO NOT ADD PROPERTY TO THE MIS-212 ONCE THE FORM IS SUBMITTED TO CRO. Warehouse drivers will inventory property and only remove those items that have been approved.**

SAMPLE #3 - MIS-212 DISPOSITION OF ELECTRONIC EQUIPMENT

Todays date

Your Cost Center information here

DISTRICT SCHOOL BOARD OF PASCO COUNTY
REPORT OF ACQUISITION, TRANSFER, OR DISPOSITION OF PROPERTY

MIS Form #212
Rev. 10/10

Date: _____

I request the following action be reflected for tangible personal property in my custody. Please check appropriate box(s).

ACQUISITION: <input type="checkbox"/> Internal Funds (attach PO / Invoice) <input type="checkbox"/> Grant (if these items were purchased with Grant funds, please identify the project number on the line provided.)	DISPOSITION: <input type="checkbox"/> Junked for Recycling <input type="checkbox"/> Missing/Stolen (attach police report) <input type="checkbox"/> Vendor Exchange <input type="checkbox"/> Trade-In (attach purchase order)	TRANSFER TO: <input type="checkbox"/> Conservation & Recycling Operations (CRO) (Goldenrod copy retained by the transferring cost center. Forward top three remaining copies to CRO for processing.)	METHOD OF TRANSFER: <input type="checkbox"/> Distribution Services pick-up <input type="checkbox"/> District Personnel Name: _____
---	---	--	---

RELEASED BY: _____
Cost Center Number Cost Center Name Cost Center Signature (Administrator or Designee)

Bar Code ID (BCID)	Detailed Description (Include manufacturer)	Serial Number	*** Hardware Configuration	Purchased Date	Reason for Disposal	For District Use Only
90055764	Apple MAC Book Pro	W871131HWH4	1 GHZ/8 GB/256 GB	12/2010	Damaged	

RECEIVED BY: _____
Cost Center Number Cost Center Name Cost Center Signature (Administrator or Designee)

This form must be signed by the transferring and receiving cost centers. In the absence of both signatures, the tangible personal property will remain on the transferring cost center's inventory. As the transferring Administrator or Designee, it is your responsibility to verify the accuracy of this form and the ownership of the Bar Code ID.

CRO DEPARTMENT: Goldenrod copy is retained by the transferring cost center. Forward top three remaining copies to CRO for processing. Upon Board approval, CRO sends the MIS#212 to Distribution Services. Upon pick-up/delivery the receiving cost center signs the form and retains the pink copy (with both signatures). The remaining two copies are sent to CRO for distribution of copies to Property Control. ***Hardware Configuration relates to CPU/RAM/HD.

DISTRICT PERSONNEL: When equipment is transferred in personal or District vehicles, District personnel are responsible for processing paperwork.

Distribution Services Picked Up: _____ Driver Signature: _____ Date Delivered: _____ Driver Signature: _____

Mark these boxes

Mark this box

Sample

Sign here

Obsolete/
Damaged/
Junk/Lost/
Recycle

BPI or Barcode ID number only (Do not use your school's locally developed number)

Detailed description of item(s)

Manufactures serial number

CPU/RAM/HD/Etc.

Purchase

Do not write below this line

INCOMPLETE AND/OR INCORRECT MIS-212 FORMS WILL BE RETURNED FOR CORRECTIONS AND MAY CAUSE A DELAY IN PROCESSING

*** Keep property separated by MIS-212 package so it WILL NOT DELAY the pickup and removal process from your facility. Property CANNOT be picked up by Distribution Services until ALL paperwork has been completed/submitted AND has been approved by the School Board for removal AND has been placed in designated pickup area. DO NOT ADD PROPERTY TO THE MIS-212 ONCE THE FORM IS SUBMITTED TO CRO. Warehouse drivers will inventory property and only remove those items that have been approved.**

SAMPLE #4 - MIS-212 DISPOSITION OF FURNITURE/CAFETERIA EQUIPMENT

Your Cost Center information here

Today's date

DISTRICT SCHOOL BOARD OF PASCO COUNTY
REPORT OF ACQUISITION, TRANSFER, OR DISPOSITION OF PROPERTY

MIS Form #212 Rev. 10/10

Date: _____

I request the following action be reflected for tangible personal property in my custody. Please check appropriate box(es).

ACQUISITION: <input type="checkbox"/> Internal Funds (attach PO / invoice)	DISPOSITION: <input type="checkbox"/> Junked for Recycling <input type="checkbox"/> Missing/Stolen (attach police report) <input type="checkbox"/> Vendor Exchange <input type="checkbox"/> Trade-In (attach purchase order)	TRANSFER TO: <input type="checkbox"/> _____ Cost Center Number _____ Cost Center Name _____ <input type="checkbox"/> Conservation & Recycling Operations (CRO) (Goldenrod copy is retained by the transferring cost center. Forward top three remaining copies to CRO for processing.)	METHOD OF TRANSFER: <input type="checkbox"/> Distribution Services pick-up <input type="checkbox"/> District Personnel Name: _____
--	---	---	---

Grant (If these items were purchased with Grant funds, please identify the project number on the line provided.)

RELEASED BY: _____
Cost Center Number _____ Cost Center Name _____ Cost Center Signature (Administrator or Designee) _____

Bar Code ID (BCID)	Detailed Description (Include manufacturer)	Serial Number	*** Hardware Configuration	Purchased Date	Reason for Disposal	For District Use Only
90055764	Cafeteria Table	W871131HWH4			Damaged	

RECEIVED BY: _____
Cost Center Number _____ Cost Center Name _____ Cost Center Signature (Administrator or Designee) _____

This form must be signed by the transferring and receiving cost centers. In the absence of both signatures, the tangible personal property will remain on the transferring cost center's inventory. As the transferring Administrator or Designee, it is your responsibility to verify the accuracy of this form and the ownership of the Bar Code ID.

CRO DEPARTMENT: Goldenrod copy is retained by the transferring cost center. Forward top three remaining copies to CRO for processing. Upon Board approval, CRO sends the MIS#212 to Distribution Services. Upon pick-up/delivery the receiving cost center signs the form and retains the pink copy (with both signatures). The remaining two copies are sent to CRO for distribution of copies to Property Control. ***Hardware Configuration relates to CPU/RAM/HD.

DISTRICT PERSONNEL: When equipment is transferred in personal or District vehicles, District personnel are responsible for processing paperwork.

Distribution Services: Date Picked Up: _____ Driver Signature: _____ Date Delivered: _____ Driver Signature: _____

Mark these boxes

Mark this box

Sample

Sign here

BPI or Barcode ID number only (Do not use your school's locally developed number)



Detailed description of item(s)

Do not write below this line

Manufactures serial number

Damaged/Junk/Recycle

INCOMPLETE AND/OR INCORRECT MIS-212 FORMS WILL BE RETURNED FOR CORRECTIONS AND MAY CAUSE A DELAY IN PROCESSING

*** Keep property separated by MIS-212 package so it WILL NOT DELAY the pickup and removal process from your facility. Property CANNOT be picked up by Distribution Services until ALL paperwork has been completed/submitted AND has been approved by the School Board for removal AND has been placed in designated pickup area. DO NOT ADD PROPERTY TO THE MIS-212 ONCE THE FORM IS SUBMITTED TO CRO. Warehouse drivers will inventory property and only remove those items that have been approved.**

Insert your school's letterhead here

Insert date

TO: Tony Bartenope, Recycling Coordinator
Conservation and Recycling Operations

Director or
Principal Initial
here after title

FROM: XXXXXXXXXXX, Principal (**Director or Principal Only**)
XYZ High School (**Your School or Department**)

SUBJECT: DISPOSITION OF PROPERTY

THIS PARAGRAPH ALWAYS STAYS THE SAME:

Our cost center recently submitted a MIS-212 Report of Acquisition, Transfer, or Disposition of Property Form to Conservation and Recycling Operations. I am requesting the following asset (s) be declared as surplus by the Board for the following reason (s):

ASSET #: XXXXXXXX (**BPI or Barcode Number**)
EQUIPMENT: Description of equipment (**Equipment Nomenclature**)
SERIAL #: XXXXXXXX (**Equipment Serial Number**)

(Pick one condition)

RED TAGGED

The Technology Services Department has evaluated the asset (s) for repair. The cost of repairs exceeds the value of the asset (s). Therefore, the asset (s) has/have been red tagged (Work Order # XXXXXX) for removal from service. Thank you for your consideration.

TEACHING TOOL OR PARTS

The cost of repairs exceeds the value of the asset (s) as determined by the Technology Services Department or _____. Therefore, it is my recommendation that the asset (s) be sent to **Marchman Technical Education Center to be used as teaching tools OR the Maintenance and Facility Services Department to be used as parts.** Thank you for your consideration.

DAMAGED

The asset (s) was/were damaged by a flood, dropped by a teacher, etc. The damage is beyond reasonable repair after the assessment by _____. After a thorough investigation, it was determined that the damage was unavoidable. Thank you for your consideration.

Incorrect Spelling or Grammar
will be cause for rejection and
will delay in the processing of
your paperwork/items!

SAMPLE

Update Areas in **RED** and
Delete Areas in **(RED**
Parenteses)

Insert your school's letterhead here

Insert date

TO: Tony Bartenope, Recycling Coordinator
Conservation and Recycling Operations

Director or
Principal Initial
here after title

FROM: XXXXXXXXXX, Principal (**Must be signed by Director or Principal Only**)
Ridgewood High School (**Your School or Department**)

SUBJECT: DISPOSITION OF PROPERTY

Our cost center recently submitted a MIS-212 Report of Acquisition, Transfer, or Disposition of Property Form to Conservation and Recycling Operations. I am requesting the following asset (s) be declared as surplus by the Board for the following reason (s):

ASSET #: XXXXXXXX (**BPI or Barcode Number**)
EQUIPMENT: Description of Equipment (**Equipment Nomenclature**)
SERIAL #: XXXXXXXX (**Equipment Serial Number**)

The asset (s) was damaged by a flood. The damage is beyond reasonable repair after assessment by the Technology Services Department. After a thorough investigation, it was determined that the damage was unavoidable.

Thank you for your consideration.

Incorrect Spelling or Grammar
will be cause for rejection and
will delay the processing of your
paperwork/items!

SAMPLE

Update Areas in **RED** and
Delete Areas in (**RED**
Parentheses)

Insert your school's letterhead here

Insert date

TO: Tony Bartenope, Recycling Coordinator
Conservation and Recycling Operations

FROM: XXXXXXXX, Principal **(Must be signed by Director or Principal Only)**
XYZ Middle School **(Your School or Department)**

SUBJECT: DISPOSITION OF PROPERTY

Director or
Principal Initial
here after title

Our cost center recently submitted an MIS-212 Report of Acquisition, Transfer, or Disposition of Property Form to Conservation and Recycling Operations. I am requesting the following asset (s) be declared as surplus by the Board for the following reason (s):

ASSET #: XXXXXXXX **(BPI or Barcode Number)**
EQUIPMENT: Description of Equipment **(Equipment Nomenclature)**
SERIAL #: XXXXXXXX **(Equipment Serial Number)**

The Technology Services Department has evaluated the asset (s) for repair. The cost of repairs exceeds the value of the asset (s). Therefore, the asset (s) has been red tagged (Work Order #XXXXXX) for removal from service.

Thank you for your consideration.

Incorrect Spelling or Grammar will be cause for rejection and will delay the processing of your paperwork/items!

SAMPLE

Update Areas in **RED** and
Delete Areas in **(RED**
Parenteses)

Insert your school's letterhead here

Insert date

TO: Tony Bartenope, Recycling Coordinator
Conservation and Recycling Operations

Director or
Principal Initial
here after title

FROM: XXXXXXXX, Principal (Must be signed by Director or Principal Only)
XYZ High School (Your School or Department)

SUBJECT: DISPOSITION OF PROPERTY

Our cost center recently submitted a MIS-212 Report of Acquisition, Transfer, or Disposition of Property Form to Conservation and Recycling Operations. I am requesting the following asset (s) be declared as surplus by the Board for the following reason (s):

- ASSET #:** XXXXXXXX (BPI or Barcode Number)
- EQUIPMENT:** Description of Equipment (Equipment Nomenclature)
- SERIAL #:** XXXXXXXX (Equipment Serial number)

The cost of repairs exceeds the value of the asset (s) as determined by the Technology Services Department. Therefore, it is my recommendation that the asset (s) be sent to Marchman Technical Education Center to be used as teaching tools.

Thank you for your consideration.

Incorrect Spelling or Grammar will be cause for rejection and a delay in the processing of your paperwork/items!

SAMPLE

Update Areas in RED and Delete Areas in (RED Parentheses)

Again, if you have any questions please let us know...we are here to help!

Conservation and Recycling Operations (CRO)



Conserving Resources, Reducing Costs, and Protecting the Environment

Visit us at <http://www.pasco.k12.fl.us/conservation>