



Non-Capitalized Furniture or Equipment Form Instructions

(Please Read All Instructions – Failure to properly follow instructions will delay the processing of your paperwork and/or items)

The Non-Capitalized Furniture or Equipment Form is used to auction, recycle, or dispose of property without an asset tag number (BPI or Bar Code ID). This procedure is required per Florida Statutes. This form must be typed because it will be submitted to the School Board Members for their approval.

Procedures for Processing the Non-Capitalized Furniture and Equipment Form:

1. The form is available on the Conservation and Recycling Operations (CRO) website at: <http://www.pasco.k12.fl.us/recycle/procedures/surplus>
2. Click on the link to the form and save it to your computer.
3. The form was created using Microsoft Excel. The cells where you are required to type are unlocked, so you can just tab through the form. Open the form and begin typing your information.
4. List your department or school name, cost center number, date, and requested information at the top of the form.
5. List a detailed item description for each item making sure to capitalize the first letter of each word. (Example: Wooden Teacher Chair, Metal Rolling Cart, 16" Student Chair, Apple IMAC Keyboard)
6. List the quantity for each item.
7. List the condition for each item using the codes provided, type **F** (Fair) or **P** (Poor). Please use only the capital letter, F or P...do not type the whole word.
8. DO NOT fill in the Disposition section, CRO will determine the disposition of your item.
9. Review the form for accuracy, grammar, capitalization, and punctuation. **Remember, all forms, including the Non-Capitalized form, are available for public viewing and will be scrutinized for correctness.** If there are any mistakes, your paperwork will be returned to you which may cause a delay in processing. If you have any questions, please contact CRO.
10. Print the form.
11. Have your Cost Center Administrator or Designee sign the form (which verifies the accuracy of the request) in the Signature/Title field at the top of the form. **Forms will not be processed unless they are typed and have the appropriate signature.**
12. **Submit the form directly to CRO via courier. Faxed copies will not be accepted.**

Based on the quantity of the items and their conditions, CRO will determine if a large metal and/or trash roll-off container may need to be ordered for your department or school. Small quantities of items will be picked up by Distribution Services. **REMEMBER...ELECTRONICS AND/OR METALS MAY NOT BE THROWN AWAY, THEY MUST BE RECYCLED.**

If you have any questions, please contact Conservation and Recycling Operations at 4-7936/37.