



Wahluke School District Surplus and Obsolete Procedures

Before proceeding with Surplus and Obsolete directions you must first determine if the materials you have are obsolete or surplus.

- 1) **Surplus-** Excess instructional materials that are part of the **current** WSD Instructional Material.
- 2) **Obsolete-** Instructional materials that are **not current** curriculum for WSD, or material and/or Library books that are no longer in acceptable condition for use in the district. These materials will be completely removed from the district inventory until an obsolete report is approved by the school board.

Surplus Materials Instructions

- 1) Please make sure all items are listed on Surplus Instructional Materials Form
- 2) Please make sure items are boxed
- 3) **Label your box “Surplus”**
- 4) Give your supervisor/principal form (Surplus Instructional Materials)
- 5) When your building has completed the process, please submit a ticket to Akitabox with the description line: (Building's Name) is done with Surplus Materials

Obsolete Materials Instructions

- 1) Please make sure all items are listed on Obsolete Materials Instructional Form
- 2) Please make sure all items are boxed
- 3) **Attach a copy of the Obsolete Materials Instructional Form at the end of the box that contains the corresponding materials/items. (Please number box, i.e.: 1 of 2, 2 of 2)**
- 4) Give your supervisor/principal form (Obsolete Instructional Materials)
- 5) When your building has completed the process, please submit a ticket to Akitabox with the description line: (Building's Name) is done with Obsolete Materials
- 6) A spreadsheet created by the Maintenance Department with all obsolete materials listed on all forms will be sent to the Business Office and presented to the School Board for approval.



Box _____ of _____

OBSOLETE INSTRUCTIONAL MATERIALS

Use one form per box of obsolete materials.

Date: _____

Building Site: _____

Contact Person: _____

Phone Number: _____

Quantity	Brand	Description	Notes:

Send original form to supervisor/principal.

Received on: _____



Box _____ of _____

SURPLUS INSTRUCTIONAL MATERIALS FORM

Use one form per box of surplus materials.

Date: _____

Building Site: _____

Contact Person: _____

Phone Number: _____

Grade Level	Description of Materials	Quantity

Send original form to supervisor/principal.

Received on: _____