

BSTOCK – MACRO PROCESS

PROCUREMENT & WAREHOUSING SERVICES DEPARTMENT (PWS)

- School/location identifies equipment/tangible personal property they wish to transfer / surplus and they fill out a 3290A form with the specific items listed to transfer or surplus
- 3290A is received by PWS BSTOCK and places the request in queue for dispatch
- PWS BSTOCK driver arrives to school to pick up and verifies ALL items listed on 3290A are included in pick-up
 - If there are discrepancies that cannot be fixed on site, PWS BSTOCK does not pick up and awaits school to submit a new/updated request
- Upon pick up of all accounted for contents, they are delivered to BSTOCK storage location where they are staged for proper disposal
 - PWS BSTOCK submits to capital assets the 3290A for disposition or transfer of identified tangible property
 - PWS BSTOCK cannot transfer/auction or dispose (surplus) the property until they have been taken out of the schools' inventory and deactivated from the financial master list
- Financial Reporting/Capital Assets sends an email to school/location and PWS BSTOCK confirming once their process is complete, and the personal property is clear to be disposed of by PWS BSTOCK
- PWS BSTOCK transfers, auctions or disposes of the property compliantly