

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
- PWS BSTOCK receives 3290A and places the request in the queue for dispatch
- PWS BSTOCK driver arrives at 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 the school to submit a new / updated request
- Upon picking up all accounted-for contents, they are delivered to the 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 of (surplus) the property until they have been taken out of the school's inventory and deactivated from the financial master list.
- Financial Reporting / Capital Assets sends an email to the 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.



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BSTOCK – MACRO PROCESS (Next Steps)

- Revise Policy 3202 (Redlined Draft Attached)
- Develop new procedures to streamline the surplus process, including disposal in place for locations
- Develop new procedures for B-Stock to dispose of surplus most efficiently and cost-effectively. (This manner of disposition may include but is not limited to public sale, private sale, negotiation, donation, destruction, sale of scrap, or abandonment).



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PROCUREMENT & WAREHOUSING SERVICES DEPARTMENT (PWS)

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- 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