



SURPLUS BOOK PROCEDURES

EFFECTIVE MAY 1, 2008 (Revised 3/21/12)

The following procedures have been implemented for the removal /disposal of surplus books:

1. Each individual school shall palletize their surplus books.
2. Each school shall complete the Surplus Instructional Material List (List should be very detailed: listing books, workbooks, teacher resources, DVD's, CD's, etc. as individual items on the surplus sheet.) for each pallet of books and attach this list to the completed PROPERTY/EQUIPMENT/TRANSFER CHANGE FORM. This form should be forwarded to JoAnn Johnson in the Curriculum & Instruction Department for review.
3. JoAnn will review the palletized book list to ensure that none of the current adopted books are included in the list of books. If the list contains current adopted books, she will contact the school and request that the books be removed from the pallet and that a new/updated list be submitted to her attention.
4. After JoAnn approves the surplus book list, she will sign off on the Property/Equipment/Transfer/Location Change Form and send it to the Warehouse so that the books can be scheduled for pickup.
5. The palletized books will be picked up by the warehouse staff and stored in the District warehouse.
6. Purchasing will obtain School Board approval of the surplus book list.
7. The current contractor will be faxed a copy of the surplus book list.
8. The contractor shall remove all of the surplus books within each pallet from the District warehouse in a timely basis; the warehouse will not store more than 24 pallets of books at one time. The books shall be sorted at the contractor's location.
9. If there is a cash value on any of the books, the contractor will issue the check to the School District of Osceola County and mail it to the attention of the Finance Department/Accounts Receivable.
10. Questions regarding this process should be directed to:

Director of Purchasing/Warehouse – 407-870-4620

Warehouse Manager – 407-870-4609

JoAnn Johnson, Instructional Services – 407-870-4857