



# Puyallup School District Surplus and Obsolete Procedures

Before proceeding with Obsolete or Surplus 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** PSD Approved Instructional Materials (AIM) list.
2. **Obsolete** - Instructional materials that are **not current** adopted curriculum for PSD, or materials 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, taken to the Logistics Support Center (LSC) to be stored until the obsolete report is approved by the school board.

If you have instructional materials at your location that you are unsure should be surplus or obsolete, please refer to the current list of Approved Instructional Materials at the [PSD Instructional Materials](#) webpage.

If you are still unsure if an item is obsolete or surplus, please contact Lori Miller at [impc@puyallup.k12.wa.us](mailto:impc@puyallup.k12.wa.us) or 253-840-8874.

## SURPLUS MATERIALS INSTRUCTIONS

### Surplus Materials Procedure:

- Identify surplus and gather materials needed.
- If barcoded or consumables, transfer in Destiny. If item is not in Destiny, fill out Surplus Materials form.
- Box items.
- Send **Blue** Move card and forms to IMPC.
- LSC will pick up surplus materials and deliver to IMPC.

### Materials Needed:

- Boxes and packing tape.
- **Blue** Move card (from your office manager or LSC).
- Surplus Materials Form or printed transfer sheet.
- Directions for Destiny.

**\*\*\*IMPC will receive surplus materials October 1 to July 31. Please do not request to send surplus materials to IMPC during August and September.\*\*\***

1. **All** surplus materials with barcodes need to be transferred in Destiny to IMPC, using these [instructions](#), which can also be found on the Instructional Materials [webpage](#). **All** non-barcoded surplus materials (workbooks, practice books) also **need to be transferred in Destiny**, but you will enter by copy count, rather than scanning the barcodes. All surplus materials not in Destiny, such as Bridges manipulatives, need to be listed on the Surplus Instructional Materials form, which can be found [here](#).
2. Surplus materials can be placed in any box, no larger than the size of a copy paper box. **Label the box** IMPC Surplus. No other forms need to be attached to the box.
3. Fill out a **Blue** Move card when your materials are ready to be moved. Send the **Blue** Move card to **Lori Miller at IMPC**. For all materials not transferable in Destiny, send the Surplus Instructional Materials form with a description of what is being transferred, with the Blue Move card. **\*\*NOTE\*\*** For school to school move requests, the **Blue** Move card can be sent directly to LSC.
4. Once the request for transfer of materials is processed at IMPC, the move request will be sent to LSC, who will pick up and deliver all surplus items to IMPC. LSC maintains their own schedule for pickup of materials.

## SURPLUS INSTRUCTIONAL MATERIALS FORM

Use one form per box of surplus materials that are not transferable in Destiny.

DATE: \_\_\_\_\_

BUILDING SITE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Description of Materials	Grade Level	Quantity

Use this form for all surplus materials that are not transferrable in Destiny (i.e., Bridges and Number Corner manipulatives, workbooks with zero copies in Destiny).

For all barcoded items, as well as workbooks and practice books, always enter a transfer in Destiny for all transferrable materials, either by barcode or copy count.

Blank forms can be found on the [district website](#).

**Send original form and blue move card to Lori Miller at IMPC.**

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Date BC sent to LSC: \_\_\_\_\_

# **OBSOLETE MATERIALS INSTRUCTIONS**

## Obsolete Materials Procedure:

- Identify Obsolete and gather materials needed.
- Transfer materials in Destiny or fill out Obsolete Materials form.
- Box items.
- Send **Green** Move card and Obsolete paperwork to IMPC.
- LSC will pick up obsolete materials to store at LSC while awaiting School Board approval.

## Materials Needed:

- Requisition form for boxes and tape.
- Boxes (item #11.001198) and Tape (item 11.020193), see #1 below.
- **Green** Move card.
- Obsolete Materials form.
- Directions for Destiny.

Instructional materials may be obsoleted October through July; however anytime during the year the Student Learning Department may issue a “call” to obsolete specific instructional materials.

1. Order supplies from LSC for the boxing of obsolete items. Each school may request “obsolete book boxes” and box sealing tape from the warehouse (LSC) by filling out a supply requisition form (please check with your school’s office manager for this, or request from Beth Hawn at LSC). There is no charge to the school for these materials. The item numbers are: boxes – 11.001198 and box sealing tape –11.020193, billed to account code 97007477.5599.

2. All barcoded obsolete instructional items (copies of current titles that are no longer in usable condition) need to be transferred in Destiny to IMPC using the instructions [here](#). Rather than filling out an Obsolete Instructional Materials form, you can print the transfer screen, write “obsolete” at the top of each form printed, tape one copy to the box, send one copy with the green obsolete card, and keep one copy for your records.

3. For items that are not barcoded or the title will be deleted from Destiny at the end of the school year, complete one Obsolete Instructional Materials form for each box of materials with the information requested on the [form](#), or for single titles of many (deleted from Destiny by school librarian) library books, you can put “various obsolete library books,” but be sure to fill in the quantity.

**If the materials are not recyclable, i.e., math manipulatives, please write “not recyclable” on the obsolete form taped to the outside of the box.**

4. Once the Obsolete Materials forms and Destiny forms have been completed, make two copies of each form. You need to attach one copy of the form to the small end of the box that contains the corresponding material. Please number each box, i.e.: 1 of 2, 2 of 2.

5. Keep the second copy for your records.

6. Send the completed **Green** Obsolete Request Move card and the original Obsolete Materials forms (or the printed transfer screen) for Student Learning Department approval to: **IMPC, Attention: Lori Miller**.

7. Approved forms will be forwarded to LSC for pickup of your obsolete materials. LSC maintains their own schedule for pickup of materials.

8. A spreadsheet created by the Student Learning Department with all obsolete materials listed on all forms is sent to the Purchasing Department and presented to the School Board for approval approximately two times per year.

# OBSOLETE INSTRUCTIONAL MATERIALS FORM

Use one form per box of obsolete non-barcoded materials

DATE: \_\_\_\_\_ BUILDING SITE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

BUILDING ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

STUDENT LEARNING DEPARTMENT SIGNATURE: \_\_\_\_\_

Title	Publisher	Copyright	Grade Level	Quantity

Use this form for all obsolete materials that cannot be transferred in Destiny (i.e., titles deleted already, math manipulatives), or do not need to be transferred in Destiny (i.e., titles that will be deleted at the end of the year).

For non-recyclable materials, PLEASE write "**Non-Recyclable**" on the top of the form taped to the box.

The only obsolete materials you will need to transfer in Destiny are titles that are still current curriculum, but the condition of the copy makes it no longer usable.

Blank forms can be found on the [district website](#).

Tape a copy of this form to the end of corresponding box.    Send original form and green card to Lori Miller at IMPC.    Keep a copy for your records.

For Purchasing Department Use Only

Date Sent to LSC: \_\_\_\_\_ Date Sent to Purchasing Department: \_\_\_\_\_

Date Approved by School Board: \_\_\_\_\_ Initials: \_\_\_\_\_