



Curriculum Material Surplus Process

Step 1: Review the Surplus Flow Chart Before initiating the surplus process, carefully review the [Surplus Flow Chart](#). If the material in question is neither district-adopted instructional material nor obsolete/damaged, proceed to Step 2.

Step 2: Complete the Electronic Request to Surplus Form To initiate the surplus process, the **staff member** must complete the electronic [Request to Surplus Form](#) thoroughly. Jotform may ask you to click on your Gmail account prior to moving forward.

Upon submission, the electronic form will automatically send a request for signature to both the **Building and District Administrator**. Ensure that you have provided their correct email addresses for approval.

Step 3: Await Approval After the Request to Surplus Form is submitted, wait to receive an approval email. Once approved, proceed to Step 4.

Step 4: Email Curriculum Material Assistant The **staff member** is to email the **Curriculum Material Assistant**, Magali Martinez, at mmartinez@mvsd320.org. Attach a copy of the approved "Request to Surplus Form" and include a few snapshots of the material you intend to surplus.

Step 5: The Curriculum Material Assistant Initiates the School Board Request Letter The **Curriculum Material Assistant, Magali**, will take care of initiating and submitting the "[School Board Request Letter](#)" on your behalf.

Step 6: Request Warehouse-Approved Boxes The **staff member** contacts the building **custodian** to request warehouse-approved boxes (16 x 12 x 12) for packing the surplus material.

Step 7: Pack and Label Boxes Carefully pack all the surplus material into the provided boxes, making sure to tape the top and bottom securely. Additionally, tape a copy of the "Request to Surplus Form" on the side of **EACH** box.

Step 8: Notify Curriculum Material Assistant Once the material is securely packed and labeled, the **staff member** will email the **Curriculum Material Assistant, Magali**, to inform her that the box(es) are ready to be moved out of the classroom.

Step 9: Work Order Submission and Material Movement Procedure

- The **Curriculum Material Assistant** is responsible for starting a work order to request the relocation of surplus materials from the classroom to a specific area in the building.
- After the work order is initiated, the **head custodian** receives a notification. They should promptly move the materials from the classroom to the designated pickup location.
- Once the materials are in the designated pickup area, the **custodian** initiates a work order escalation.
- The escalated work order is assigned to **Richard Kowell** from the maintenance department. Richard collects the boxes of material and transports them to the warehouse.
- After the successful transfer, Richard closes out the work order to complete the process.

Step 10: Material Listing on Public Surplus Site **Curriculum Material Assistant** will post the surplus material on the Public Surplus Site for a duration of 14 days to facilitate its redistribution or disposal.

Following these organized steps ensures the efficient handling of surplus curriculum material within the district.