



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: MOVING/SURPLUS FURNITURE

Code: GG0203

Policy Reference: N/A

INSTITUTIONAL FURNITURE

Construction Services handles the procurement of all institutional furniture through district budget or a division budget. Selections of furniture are made to maintain quality, continuity, and standards. Also, architectural services are provided for space planning.

1. New Furniture

New furniture can be requested by using Form F32 "Request for Institutional Furniture." An approved request form is filed with the Construction Services Department and put on a list on a first-come, first-served basis.

2. Replacement Furniture

Replacement furniture can be requested by using Form F32 "Request for Institutional Furniture." An approved request form is filed with the Construction Services Department and put on a list prioritized by need. Construction Services annually purchases general replacement furniture for breakage and updating. For lost, missing, or stolen equipment or furniture, refer to Section 2.5 "Replacing Missing or Stolen Equipment" in the Procurement Policy and Procedure Manual.

3. Surplus Furniture

Construction Services handles furniture declared surplus in accordance with Section 5.2 "Disposing of or Obtaining Surplus Equipment" in the Procurement Policy and Procedure Manual using Form 31A. Surplus furniture is stored and used in lieu of new and replacement furniture on an as-needed basis.

4. Moving

Construction Services provides moving services for the district for all new, replacement, and surplus furniture. This includes space planning to ensure a level of quality and standard space requirements for the designated task consistent with established district standards.



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: MOVING/SURPLUS FURNITURE

Code: GG0203

DISPOSAL OR TRANSFER OF EXCESS PROPERTY

When the decision is made that an item is no longer needed, it should be declared excess property. For all equipment, furniture, or any inventoried item declared excess, complete Form 31 "Request for Transfer/Disposal of Equipment/Furniture" attached. Use one form if all items to be moved are located in one room. If more items are involved than lines available on the form, use an attached sheet of paper. Use additional forms if the items are currently in more than one location. All information must be included on the form so that proper handling can take place. Be sure to include all of the following information:

1. Requestor
2. Location of item now
3. Inventory tag number
4. Description
5. Reason for transfer
6. Suggested disposition (state of condition)
7. Approval of supervisor

When the form is completed, forward it to the Purchasing Department. Purchasing will determine the actual disposition of the items. The Purchasing Department has several options available to handle excess property:

1. Transfer it to another department within MATC
2. Put into storage for possible future use
3. Sale by quotation
4. Scrap
5. Transfer to public schools
6. Transfer to approved CBOs

There will be no personal sales.

If the item is to be moved in-house, Purchasing will notify Building Services to schedule the move. (Purchasing does not schedule work for Building Services).

Office of Responsibility: Administrative Services Division - Construction Services