

After reading so many emails regarding discarding of property other than books and equipment we called property accounting to get an official answer. They informed us that we throw out nothing. All items must be picked up by the county. Items such as headsets, maps, globes etc. are to be picked up by Surplus Warehouse. You should use the Request for Property Transfer form just as you use for equipment. They said then the final decision as to what should be done with these items will be determined by them. If you have multiple items under \$750.00 or without any BPI or SAP numbers you may just put on the form how many of what you have. Example: 5 headsets. Put N/I for Non Inventory in the column Cost or Non Inventory.