



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 prompt you to sign in to your Gmail account before proceeding.

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 submitting the Request to Surplus Form, wait to receive the 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 surplus material into the provided boxes, ensuring the tops and bottoms are securely taped. 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 initiating a work order to relocate surplus materials from the classroom to a designated area in the building. The **Staff Member** will be notified after the work order has been submitted.
- 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 14 days to facilitate its redistribution or disposal.

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