

## **Tangible Property Movement Form**

All schools and departments must use Form **DIS 056.003** when identifying surplus, whether the surplus property is obsolete, uneconomical to repair, inoperable/inefficient due to fair wear and tear, or recyclable and therefore could be utilized by other schools or departments. Based on the information provided by the schools/departments regarding the property, the warehouse personnel will exercise sound business judgment in determining what combination of steps it will take to process the property.

Recyclable Property is property that is in fair to good working order and susceptible to use by other schools or departments. It shall not be dropped from the District's property list, but shall be staged in an area designated for this category of equipment so that district offices, schools, and departments may view it.

Tangible property, not recyclable, shall be disposed of by giving consideration and preference as follows:

1. Can the property be salvaged or used by other schools or departments?
2. Can the property be used by other state agencies?
3. Can the property be sold to the public via store sale\* or public auction?
4. If none of the above apply, the property shall be disposed of in a reasonable, environmentally, sound manner, including donation to appropriate non-profit groups with the approval of the Deputy Director of Planning, Budgeting and Systems Accountability.

This form can also be used for moving tangible property from school to school, department to department, or school to department. The form must be used for the movement of any tangible property, in order for property to be accounted for in its proper location.

This form must be forwarded to the Property Control Department (PDC) immediately after movement is completed. When printing forms on-line, additional copies can be printed for appropriated records to each party.