

FULLERTON SCHOOL DISTRICT
BUSINESS SERVICES DIVISION

Date: September 21, 2009

To: Office Managers and Clerks

From: Ron Mullins
Supervisor of Purchasing and Stores

Subject: Surplus Lists

The Surplus List form is available in the Forms Library on the District's internal web page. Please fill out all requested information **as completely as possible**. All information must be legible.

Please send your signed **original** Surplus Lists to the Senior Secretary in Business Services. Once the original Surplus List has been submitted, the Senior Secretary will enter the data into the surplus materials spreadsheet and distribute copies to M&O, the Warehouse, and myself.

Also remember to start a new Surplus List after the signed original has been sent. This helps our team not to enter the same data twice or to send the crew to pick-up items that have already gone to the Warehouse.

If you have any questions about this procedure, please contact me at ext. 846.