WCPS | Washington County Public Schools

GovDeals A LIQUIDITY SERVICES MARKETPLACE

ASSET INFORMATION SHEET

for Disposal of Surplus Equipment per Board of Education Policy DN

Submit signed form and photos electronically to Purchasing Department: purchasing@wcps.k12.md.us

WCPS Asset Tag # *(REQUIRED)*: _____ ***---Purchasing Staff only---*** GovDeals Asset #:

Assigned Location: _____ **Contact Person:** _____

Current Location: _____ **Contact's Email:** _____

Contact's Department/School:

Asset Info

Item Description: _____

Manufacturer: _____ Model: _____

Serial / VIN #: _____ Model Year: _____

Is this an Individual or Group of items? ☐Individual ☐Group consisting of how many? _____

Asset Size: Length _____ x Width _____ x Height _____ Approx. Weight _____

Other Helpful Info *(horsepower, volts, color, etc.)*: _____

Condition: ☐Operable when removed from service Date removed: _____

☐Needs Repairs ☐Parts Only ☐Unknown

List known issues:

Photos

Include as many photos as possible

☐WCPS Asset Tag ***(REQUIRED)*** ☐Serial Number Tag ***(REQUIRED)*** ☐ Power Cords / Plugs ***(if applicable)***

☐Front View ☐Back View ☐Right-side View ☐Left-side View ☐Top View

☐Bottom View ☐Inside View ☐Other:

Bidding

(See reverse page for Recommended Auction Strategies)

Auction Length: ☐Seven (7) Days ☐Ten (10) Days ☐Fourteen (14) Days

If over $500.00 – Superintendent approval REQUIRED
If over $2,000.00 – BOE approval REQUIRED

Opening Bid*: $ _____

If asset does ***NOT*** sell, please: ☐Re-Auction Bid: $ _____ ☐Accept "Second Chance" Offer

☐Dispose – ***You are responsible for contacting Maintenance Dept.***

Curriculum Specialist / Principal _____ Date _____

Supervising Director _____ Date _____

Supervisor of Purchasing _____ Date _____

Superintendent *(if over $500.00)* _____ Date _____