

# WAREHOUSE DEADLINES / DELIVERY

## **SURPLUS SCHEDULE OF PICK – UPS:**

Surplus Forms are due in the Business Office:

Due 08-26-09	Pick up - <b>SEPTEMBER</b>	September 14-18, 2009
Due 10-14-09	Pick up - <b>OCTOBER</b>	October 26-30, 2009
Due 12-09-09	Pick up - <b>JANUARY</b>	January 19-22, 2010
Due 03-03-10	Pick up - <b>MARCH</b>	March 15-19, 2010
Due 04-28-10	Pick up - <b>MAY</b>	May 10-14, 2010

**\*\*NOTE: PLEASE BE SURE YOU HAVE:**

1. **Advertised your surplus at least 5 days and record that date in the left-hand corner of the form before submitting form to Pat Sullivan, Business Department.**
2. **Indicated on the Transfer/Surplus Form where the surplus is located in your school; PLEASE DESIGNATE ONE PLACE FOR SURPLUS PICKUP and indicate the area in the right hand corner of the form.**
3. **Record the serial number and the tag number for all items listed on the form. PLEASE DO NOT MIX BROKEN ITEMS WITH COMPUTERS AND ELECTRONICS; PLEASE COMPLETE SEPARATE FORMS FOR THEM.**

## **COPIER PAPER DELIVERY (Departments Only):**

Copier paper **must** be ordered the Friday prior to the Board meeting. Please fax your request to the Warehouse at (706)855-3877 on the Inventory Transfer/Surplus Form with the type and quantity of paper. Delivery will be made to the departments on the Tuesday of the Board meeting.

## **NUTRITION DELIVERY:**

Delivery to the school cafeteria will be every Wednesday.

## **TIMELINES FOR DISPOSAL OF RECORDS/SHREDDING:**

“Shred With Us” will pick up at the end of each school year. All paper work must be signed by Mr. Jarrell before any materials can be shred. You will be notified the dates of pick-up at the end of the school year.

The State Retention Schedule is at the following web site:

[http://www.sos.state.ga.us/archives/who\\_are\\_we/rims/retention\\_schedules/retshed/default.htm](http://www.sos.state.ga.us/archives/who_are_we/rims/retention_schedules/retshed/default.htm)