



Opportunity starts here

Maintaining, Equipment and for Replacing or Disposing of Obsolete Equipment Plan



Mission Statement

Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.

Vision

To be our communities' first choice for workforce training.

Core Values

Focus on attracting and retaining students

Implement and maintain systems to enable all students to succeed

Deliver customized employer driven training

Be accountable for our students' learning outcomes

Provide learning experiences when and where necessary to meet our customers' needs

Maintain a safe environment conducive to learning

Recruit and develop quality staff

Maintaining Equipment and Replacing or Disposing of Obsolete Equipment

PTC-St. Petersburg Campus

Maintenance and repair of equipment is essential in order to have adequate workstations for each student as well as efficient working equipment for the teaching and supporting staff. Maintenance and repair needs are provided through two basic means: contracted (purchased) services of private industry and county maintenance department. These services are funded through several sources. Special county maintenance allocations are established on a request basis, discretionary budget allocations are established through projection and anticipated emergency needs, and internal funds are utilized when utmost expedition is needed to repair the necessary equipment or if alternate funding is not adequate.

The procedure for securing repair of equipment is essentially the same whether for routine or emergency repairs. One basic difference between the two is that the person requesting emergency repairs must state "EMERGENCY" or the request will be handled as routine. Safe handling and protection of all equipment is essential and through diligent effort of the staff, procedures have been established to ensure the security of the school's property, yet still provide the process through which equipment repairs can be handled.

REPAIR PROCESS STEPS

COUNTY MAINTENANCE SERVICES

1. Complete a PTC Work Order Request form. Note clearly if this is an EMERGENCY repair service.
 - a. Fill out the form as complete as possible, supplying all necessary information.
 - b. Return the form to the school administration office for processing.
2. The HPO will enter the information on the repair request form to Walter Pownall Service Center, Maintenance Department.
3. Upon receipt of the repair request from our school, WPSC maintenance services will assign a work/repair order number to the request and dispatch the proper personnel to complete the repair task.
4. If the equipment is repaired on campus, the technician is to leave a copy of the work order with the department receiving repair services.
5. Sign and date repair/work order, keep in department records.
6. If the equipment leaves the campus for repair, the service technician will indicate on the work order date of pick-up and his signature. Before the equipment leaves campus, a copy of the work order is to be provided.
7. Send a copy of work order to the Inventory Clerk for inventory purposes.
8. Once the equipment is returned/repared to our campus, the person receiving the equipment is to sign and date the work order and ensure the department head receives the

paperwork.

9. Forward a copy of closed work order to the Inventory Clerk for inventory purposes.

CONTRACTED (PRIVATE COMPANY/PURCHASED) MAINTENANCE SERVICES

1. Fill out a school purchase requisition.

REMOVAL OF SCHOOL PROPERTY

Property of Pinellas County Schools (equipment or otherwise) may not be removed from the premises without permission of the director/designee. To take school property off campus, you must complete and sign the "Property Removal Request" form (available in administration) each year and give this form to the Inventory Clerk for appropriate signature. The form can be obtained from the site Inventory Clerk and in the PTC Public Folder under *County and PTC Forms*. www.pcsb.org, under central printing form #3-1943.

REPLACING EQUIPMENT

Every effort is made to keep equipment in instructional programs up to date. When the replacement of equipment is being considered the need is discussed with the appropriate cluster leader or site manager and appropriate action taken. A funding source will be identified to fund the purchase.

In all cases a purchase requisition must be thoroughly completed. It must list the items to be purchased with detailed specifications and pricing. Doing this will shorten the time needed to process the requisition.

When writing the purchase requisition a preferred vendor can be listed, but ultimately an alternative vendor may receive the purchase order. All items must be purchased with a valid purchase order. The following process must be followed.

If the equipment to be ordered cost less than \$2,000:

1. If the equipment is on a District approved bid contract, simply complete the purchase requisition. Contact the school finance office to determine if the item is on contract.
2. For items that are not on a District bid contract a verbal quote must be listed on the requisition or as an attachment. The quote must list the vendor contact, phone number, and date of the quote.
3. The completed requisition is submitted to the school administration for processing.

If the equipment to be ordered ranges in cost from \$2,000 to \$6,000:

1. Verbal quotes from three vendors must be obtained and listed on the requisition or as an attachment. The quotes must list the vendor contact, phone number, and date of the quote.

The completed requisition is submitted to the school administration for processing.

If the equipment to be ordered ranges in cost from \$6,000 to \$15,000, written quotes from three vendors must be obtained and attached to the requisition. The quotes must list the vendor contact, phone number, and date of the quote.

1. The completed requisition is submitted to the school administration for processing.

If the equipment to be ordered costs over \$15,000:

1. The District Purchasing Department will solicit bids through a formal bid process. The purchase will need to be approved by the School Board.
2. The requisition is completed and submitted to the school administration for processing. A preferred vendor is listed on the requisition with prices.

DISPOSING OF EQUIPMENT

Equipment in an instructional program that can no longer be repaired, is obsolete, or does not meet the curricular objectives of the program may be disposed of in various ways. Equipment that no longer has any value is removed to Walter Pownall Service Center for disposal.

The following forms are to be completed by the instructor:

1. Work Request
2. Interdepartmental Transfer form

Equipment that can be used in another program is simply transferred between programs. The following forms are completed:

1. Work Request (when needing plant operations to move)
2. Interdepartmental Transfer

Equipment can be cannibalized for parts. To do this a written request is submitted from the Finance Department to the District Property Records Department to request onsite cannibalization and disposal of the item. The following forms are used:

1. Work Request
2. Interdepartmental Transfer
3. Asset Transfer form for items over \$750 or a Warehouse Requisition for items with a lesser value

All applicable forms are available in the school finance office. Completed forms are returned to the school administration for processing.

WORK ORDERS

Requests for routine repairs for building and equipment are to be made by means of an Internal Work Order, which is available in the school administration office. Copies of completed work orders as well as pending work orders are kept on file in Administration. Work orders should be filled out completely to avoid delays. Specify the Pinellas County Schools' property tag number when requesting service for equipment.



WORK REQUEST

Directions: Complete each box below by using your tab on the keyboard. Once completed, retain a copy for yourself and email to Fran Ricottilli – ricottillif@pcsb.org as well as your administrator.

Date: Time:

No: _____

Originator:

Department:

Work Requested:

Location (Also Indicate On Map):

The Area Below For Office Use Only

Date to Maintenance: _____ Time: _____

Approved: _____

Director/Assistant Director

Work Done (Include Material): _____

Date Completed: _____

Maintenance Supervisor: _____

REQUISITION FOR PURCHASE

PTEC - St. Petersburg Campus PTEC - Clearwater Campus

Do not fill in gray shaded areas.	This form must be filled out completely or it will be returned to you.																								
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Center (4 digits) /</td> <td style="width: 30%; border-bottom: 1px solid black;">Requisition Number (4 Digits)</td> <td style="width: 40%; border-bottom: 1px solid black;">T/C: _____</td> </tr> <tr> <td colspan="2"></td> <td style="font-size: x-small; text-align: center;">Terms And Conditions (3 Digit Codes)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">VDR: _____</td> <td style="border-bottom: 1px solid black;">CO: _____</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="font-size: x-small; text-align: center;">(Prefix)</td> <td style="font-size: x-small; text-align: center;">(Suggested VDR Number)</td> <td style="font-size: x-small; text-align: center;">Commodity Area (3 Digits)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">RQ: _____</td> <td style="border-bottom: 1px solid black;">BC: _____</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="font-size: x-small; text-align: center;">Requesters Code (4 Digits)</td> <td style="font-size: x-small; text-align: center;">Buyers Code (3 Digits) Mandatory Field</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">SH: _____</td> <td style="border-bottom: 1px solid black;">Process # _____</td> <td style="border-bottom: 1px solid black;">Date _____</td> </tr> <tr> <td style="font-size: x-small;">Ship To Code - Enter if different from RQ</td> <td></td> <td></td> </tr> </table>	Center (4 digits) /	Requisition Number (4 Digits)	T/C: _____			Terms And Conditions (3 Digit Codes)	VDR: _____	CO: _____		(Prefix)	(Suggested VDR Number)	Commodity Area (3 Digits)	RQ: _____	BC: _____		Requesters Code (4 Digits)	Buyers Code (3 Digits) Mandatory Field		SH: _____	Process # _____	Date _____	Ship To Code - Enter if different from RQ			<p style="text-align: center; font-weight: bold; margin-bottom: 5px;">PLEASE PRINT OR TYPE</p> Vendor Fed. ID No: _____ Vendor Phone No: _____ Vendor Fax No: _____ Vendor Name: _____ (full name - no initials) Address: _____ City/State/Zip: _____ Date Submitted: _____ Source of Price: _____
Center (4 digits) /	Requisition Number (4 Digits)	T/C: _____																							
		Terms And Conditions (3 Digit Codes)																							
VDR: _____	CO: _____																								
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SH: _____	Process # _____	Date _____																							
Ship To Code - Enter if different from RQ																									

Catalog Page #	RF (Ref. Field)	PCSB CO/item	Description - Full Name No Abbreviations (Vendor Catalog Number, Name, Make, Model, Color, Size, Fabric Choice)	Qty.	Unit of Measure (ie, box, ea.)	Unit Price	TOTAL
		FRT	FREIGHT/SHIPPING				
GRAND TOTAL							

Additional Instructions/Purpose for Request: _____

Department _____ Internal _____ Discretionary _____ Lab Fees _____ P-card _____

Requester Signature _____ Date _____ Software _____ Textbooks _____ Videos _____

Department/Supervisor (Chair)/Club Signature _____ Date _____ Are these for Resale? Yes _____ No _____

Expense Authorized By: _____ Date _____

Administrator Approval _____ Date Approved _____ Purchase Order# _____

Date entered _____ Date system approved _____ System approver _____ Mailed/Faxed _____

Account Name: _____ Internal Acct #: _____

RF	Fund	Function	Object	Cost Center	Project	Sub Project	Program	Req. Amt.

PINELLAS COUNTY SCHOOLS
PROPERTY REMOVAL CONTRACT
(Page 1 of 2)

Page Two must be signed by the borrower and supervisor before equipment is removed.

(1) School/Department Name _____ Cost Center No. _____ Room No. _____

(2) I (print name) _____, have the following equipment in my possession:

ITEM (make and model)	Property Tag No.	Serial No.
(a) _____	_____	_____
(b) _____	_____	_____
(c) _____	_____	_____
(d) _____	_____	_____
(e) _____	_____	_____

(3) Date/time removed from Board property location _____ Scheduled return date _____

(4) Actual date/time returned to Board property location _____ Verified by: _____

Use of equipment for personal/private purpose or gain is prohibited. (Board Policy 7530 - Lending of District-Owned Equipment)

(5) School Board purpose served (please be specific): _____

(6) **Address/Phone No. (where equipment will be located):**

Street _____

City, State, Zip Code, Phone No. _____

- (7) I. I understand that the above equipment is the property of the School Board of Pinellas County, and I have a duty to safeguard this equipment at all times while in my care. I further understand that failure to do so may result in disciplinary action.
- II. I understand that surge protection is required on any electrical equipment and I am responsible for using this protection.
- III. I understand that if the equipment is stolen while in my care, custody and control, I am responsible to file a police report with the appropriate agency.
- IV. I agree to return the equipment listed above in the same condition it was in upon check out and agree to pay for any loss or damage (current value) that may occur due to negligence while it is assigned to me. (Board Policy 7300 (D))
- V. I understand that if I am deemed responsible for a loss that I must complete a Property Restitution Agreement specifying the terms of the repayment and that if this form is not completed within 10 days of its receipt, I understand that the amount owed will be withheld from my next scheduled paychecks. I further understand that in the event of termination of my employment that any balance owed will be withheld from my last paycheck.
- VI. I agree to use the equipment for the School Board purpose stated above, and understand that I will be responsible for injury or damages caused by any inappropriate use or unauthorized use of this equipment.

(See page 2 for numbers (8) through (10)).

By signing the Property Removal Contract form, the Borrower/Assignee agrees to the following:

Agreements:

1. All employees who borrow (Borrower) or are assigned (Assignee) School District property must complete this agreement when assets are leaving the property site.
2. The Borrower/Assignee must be an employee or student of the School District.
- 3. The property is for school business only. It is not for personal use.**
4. The Borrower/Assignee agrees to accept full responsibility for the equipment and will reimburse the School District for any loss or damages incurred by misuse, negligence, carelessness, or failure to follow required guidelines as described on Page 2.
5. The Borrower/Assignee agrees to be the sole user of this equipment (including software).
6. The Borrower/Assignee agrees not to make unauthorized copies of licensed software. (see Board Policy 7540.04 & 2531)
7. The Borrower/Assignee agrees to return the property on or before the date specified. Failure to return the property on or before the date specified may result in a demand for reimbursement of the full value.
- 8. The Borrower/Assignee agrees to return the property at any time when asked to do so by the Principal/Site Administrator.**

PROPERTY REMOVAL CONTRACT
(Page 2 of 2)

Guidelines:

1. Any employee using school district property must use all reasonable precautions to protect school property in their sole care, custody, and control. Particular attention must be given to safeguarding property during the storage and transportation of such property by placing in a secure, out-of-sight location.
2. Over holidays, evenings, and weekends, property must be secured in the home, school, or facility. When assigned property must be left in a parked and unattended vehicle during the day, the vehicle must be locked, and the property must be secured out-of-sight, such as in the locked trunk of the vehicle. This includes assigned property in briefcases and backpacks. Leaving assigned property in a vehicle overnight is prohibited, including vehicles parked in a garage.
3. Special attention must be paid to highly desirable and easy to remove property such as laptop computers, netbooks, iPads, tablets, cell phones, PDA's, and electronic organizers. Personnel should maintain direct possession and control of this property. Property must not be left in an unsecured conference room, classroom, office, storage area, or in a vehicle.
4. If school property is stolen from employee's home or vehicle, the employee is expected to file a claim for recovery from their insurance company.
5. The police must be notified immediately upon becoming aware that property has been stolen or damaged. Lost or damaged property must also be reported immediately to the Principal/Administrator.
6. Employees in possession of District property for which this agreement is not signed and approved, or required procedures have not been followed may be referred to the Office of Professional Standards for disciplinary action or review.

HOLD HARMLESS AGREEMENT

To be eligible to receive equipment for home use, the borrower must agree to the hold harmless agreement noted below.

Indemnification: The borrower shall indemnify and hold harmless the SCHOOL DISTRICT OF PINELLAS COUNTY, its agents and employees from and against all claims, suits, actions, damages or causes from action arising from personal injury, loss of life or damage to property or both, resulting directly or indirectly from the use of School District equipment.

NOTE: All property borrowed/assigned from the District is required to be returned during the site's annual physical inventory audit or if employee goes on a Leave of Absence. Property Removal Contracts and Hold Harmless Agreements must be renewed annually, beginning July 1st.

(7) Signed (student) _____ Date _____

(parent) _____ Date _____

I have explained the conditions for use of this equipment to the student _____
(signature of teacher)

(8) _____ Date _____
Signature of borrower (for employee use)

(9) _____ Date _____
Principal/Director/or Department Head Signature

PROPERTY REMOVAL CONTRACT FORM INSTRUCTIONS

(See referenced section numbers 1-7 on page 1, numbers 8-10 are directly above).

- (1.) List school/department name and cost center number on whose inventory the equipment is located.
- (2.) Print name of person removing the equipment and itemize the equipment, including property tag number, if applicable, and serial number.
- (3.) Provide date the equipment is to be removed and to be returned. The "scheduled return date" must not be later than the end of the school or fiscal year, as appropriate.
- (4.) When equipment is returned, be sure to complete *Date/Time returned* section and who verified the return.
- (5.) Describe the School Board purpose served by the use of the Board property at another location. **The use of Board-owned equipment for personal use and/or private purpose or gain is prohibited.**
- (6.) List address and telephone number where equipment will be temporarily located. If it will travel daily with the employee, please note that also under the "School Board purpose" section above.
- (7.) Read items I - VI to be sure you understand the conditions for removal. The employee or parent may be held liable for any damages to equipment which is caused by negligence.
- (8.) If form is for student use, the teacher must verify that he/she has explained the conditions for use to the student. The form must be sent home, **prior** to use of equipment, for signature by the parent to give approval and to accept the responsibility for care of this equipment.
- (9.) If form is for employee use, sign and date this form at the bottom on the appropriate line.
- (10.) Get an approval signature from *Principal/Director/Department Head* **prior** to the removal of equipment.

****Note - This equipment must be physically inventoried once a year by Property Records inventory control clerks.**

PINELLAS COUNTY SCHOOLS
 PLEASE TYPE OR PRINT IN INK,

PINELLAS TECHNICAL COLLEGE
St. Petersburg Campus

**INTER-DEPARTMENTAL PERMANENT TRANSFER
 OR
 TEMPORARY LOAN OF CONTROLLED PROPERTY**

DATE _____

Check Type of Transfer

PERMANENT TRANSFER _____ OR TEMPORARY LOAN (FROM) _____ (TO) _____
DATE DATE

FROM _____ TO _____
DEPARTMENT DEPARTMENT

PROPERTY NUMBER	DESCRIPTION - MANUFACTURER, BRAND, MODEL, COLOR, ETC.	SERIAL NUMBER	LOCATION		Must Include Below
			FROM ROOM #	TO ROOM #	W = Work B = Broke

 TRANSFERRING REQUESTER

 RECEIVED BY

 ADMINISTRATION APPROVAL

 Received by Business Office

White-School Property Clerk Yellow-Trans Dept Pink-Receiving Dept

This form MUST be completed for accountability purposes. Each department will receive a copy after signed approvals by the administration, for your files.

This form must be used for all of the situations described below by everyone.

Procedures for Inter-Departmental Permanent Transfer or Temporary Loan of Controlled Property Form:

1. Print form or pick up form from Business Office
2. Complete form, filling in all necessary information
3. Please write W if Working, B if Broken
4. Sign Transferring Requester
5. If transferring to another department, have them sign Received By
6. Turn paperwork in to Business Office, Room 203M, Mary Ann Sanitate

This form is used for moving ALL equipment/furniture, tagged and untagged:

1. from room to room – can move yourself if not heavy
2. from one Department to another – can move yourself if not heavy
3. to go to surplus (Warehouse) and/or Cannibalizing*, Plant Operator will pick up equipment
4. from school to another school – other school can pick up, you can deliver, we can request Warehouse to send a truck to pick up and deliver. This is done by the Business Office

*Cannibalizing – equipment that is very old or broken, will be cannibalized. **But this must be approved by Warehouse Maintenance Department at WPSC before it is cannibalized.** Put cannibalized equipment on a separate form from equipment going to surplus. The Head Plant Operator will do the cannibalizing.

The Business Office will transfer this information to the correct forms (asset, etc) and have an Administrator sign all.

If you have any questions about the form, please call me at X 1007

Mary Ann Sanitate

PINELLAS COUNTY SCHOOLS
ONLINE ASSET TRANSFER WORKSHEET
FOR TAGGED ITEMS ON FIXED ASSET INVENTORY

FROM COST CENTER NO. 	SENDING COST CENTER NAME	REQUESTED BY:	DATE
PROPERTY NUMBER	ITEM DESCRIPTION—See note below	SERIAL NUMBER	BLDG ROOM DEPT OFFSITE
-			
-			
-			
-			
-			
-			
-			
-			
-			
-			
-			
-			
-			
-			
-			
IF CANNIBALIZED/SCRAPPED ON SITE (Signature of Eyewitness #1)		(Signature of Eyewitness #2)	
APPROVED FOR TRANSFER (Signature of Principal/Department Head)		PRINT NAME CLEARLY	
TRANSPORTED BY (WAREHOUSE-WO3, MAINTENANCE-WO4, CANNIBALIZED-WO2, *MANUAL-WO1)		*IF MANUAL - NAME OF TRANSPORTER	
TO COST 	RECEIVING COST CENTER NAME	IF THE ITEM BEING TRANSFERRED IS UNTAGGED, USE WAREHOUSE REQUISITION FORM (PCS 3-1154). CANNOT ENTER ONLINE.	

Note: Computers less than 5 years old are not to be surplused unless determined unrepairable. Advertise on Outlook and Places.

