

Instructions to surplus equipment:

1. Fill out Surplus form.
2. Print a copy of the form and attach to the equipment to be surplus.
3. Email the completed form to the following people:

Mark_Healy@pvusd.net

Jackie_Saucedo@pvusd.net

4. Open a ticket with maintenance to have the equipment picked up and recycled. Include the best time for them to come and get it and include a contact (Usually your site's custodian) that they can coordinate with when they arrive on site.