



**MARION TECHNICAL COLLEGE  
PLANS AND PROCEDURES MANUAL**

**MAINTAINING, REPLACING, AND  
DISPOSING OF OBSOLETE EQUIPMENT  
PLAN**

**EFFECTIVE SCHOOL YEAR: 2023-2024**

REVISED: October 12, 2022

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS  
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

# **MARION TECHNICAL COLLEGE**

## **MAINTAINING, REPLACING, DISPOSING OF OBSOLETE EQUIPMENT PLAN**

### **PURPOSE**

The Plan is to ensure that equipment is available to support the instructional programs and non-instructional areas of the institution, assess relevancy of instructional equipment, and identify equipment needing to be phased out, replaced or disposed of. MTC follows the Policies and Procedures of the MCPS for maintaining and replacing or disposing of obsolete equipment.

### **RESPONSIBILITY FOR IMPLEMENTATION**

The Assistant Principal or designee, is responsible for implementation of the Plan, and the Program Managers/Coordinators and instructors work closely to ensure effectiveness of the Plan.

### **NEW EQUIPMENT**

Funds are budgeted to provide instructional equipment at a level that assures quality occupational education. Administration meets annually with each instructor to discuss program needs including instructional equipment. Based on the discussion, each program is then given a budget with which to purchase instructional equipment and supplies. Funds are allocated to the program budgets from the general budget and Carl D. Perkins Grant. In addition to budgeted funds, monies may be available through grants and local donations. Technology plans, developed jointly by administration and program personnel and program advisory committees, are submitted annually to prioritize the equipment needs. Funds are budgeted based on these priorities.

Student computers and peripherals are refreshed every three years on a rotating basis or sooner if funds are available, and the older computers and peripherals are recycled into other areas within the institution. The need for replacing other program equipment is assessed yearly during the program advisory committee meetings and through the program review process.

### **MAINTAINING EQUIPMENT**

MTC follows the Policies and Procedures of MCPS for instructional equipment inventory. Each Program Manager/Coordinator is responsible for program equipment and supplies maintenance with communication from the instructors. An in-house electronic inventory of all equipment and furniture \$1000 or greater in value is maintained for each program. New items are added to the inventory by the MCPS Property Records Department staff as they are purchased. If an item needs to be transferred to another area, it is the responsibility of the instructor to contact their respective Program Manager/Coordinator in order to transfer the item to the appropriate person. The MCPS Property Records Department staff verifies the equipment inventory annually.

The institution has a system for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction. When equipment needs repair or servicing, the instructor or other personnel responsible for the equipment completes a Track-It Request and submits it to MCPS Help Desk or administrator. Should items be needed on an emergency basis, or require emergency repairs, instructors contact the supervising administrator who determines if equipment can be repaired on site, if a work order needs to be submitted, or if equipment needs to be replaced. In the Track-It system, emergency work orders can be flagged accordingly and are prioritized by the district for processing.

Although there is an established procedure for securing competitive bids or written quotations for equipment purchases, these are waived when the Director/Designee determines that an immediate danger to the health, safety, or welfare of students, staff or projects, or other potential loss to the institution requires emergency action. The instructor submits a Track-It Request which is expedited by an administrator. Under extreme emergencies, a purchase without a requisition may be made, followed immediately with a requisition. Procedures for paying for equipment acquisition and/or repair are outlined in the MCPS Policies and Procedures Manual which is available to all faculty and staff on the MCPS district website.

## **EQUIPMENT REPLACEMENT OR DISPOSAL**

Property with cost of \$1000 and over is tagged with MCPS BPI sticker property control numbers. Disposal of all property is in accordance with district procedures. To dispose of old and obsolete equipment, instructors notify the Program Manager/Coordinator and once verified, a MCPS Survey-Out Form is filled out with appropriate information and submitted to Assistant Principal. He/she notifies the MCPS Property Records Department and the equipment is removed from the program and stored until the MCPS Property Records Department staff picks it up. Once the equipment is picked up, the MCPS Property Records Department, removes it from the institution's inventory list

## **EVALUATION OF THE EFFECTIVENESS OF THE PLAN**

Occupational Program Advisory committees annually review the equipment used in the programs to determine consistency with that used in the workplace. As program equipment needs change, the instructors identify needs in the technology plans which are communicated to the administration. The program technology plan and the program expenditures for new and replacement equipment are reviewed by the administration with the instructors annually. The administrative team annually reviews the plan to ensure its effectiveness and make adjustments as needed.



## REPORT OF DISPOSITION

TO BE COMPLETED BY WAREHOUSE PERSONNEL		
Scheduled Date & Time for Pick-Up	DATE	TIME

SCHOOL/DEPT: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

PRINCIPAL/SUPERVISOR: \_\_\_\_\_

Request relief from accountability be given for the property described below.

REASON CODE	BPI NUMBER	DESCRIPTION	SERIAL NUMBER	PICKED UP BY	DATE

**REASON CODES:**

- A - Obsolete
- B - Stolen (Attach copy of police report)
- C - Damaged/Destroyed (Attach explanation)
- D - Usable only for cannibalization (By whom)
- G - Traded-In (Attach explanation and new equip. BPI#)
- H - Returned to Vendor (Attach Explanation, Include New PO#)

I hereby certify that the above is a true and complete statement for the above request.

\_\_\_\_\_  
Principal/Supervisor Signature (District requires a physical signature)

\_\_\_\_\_  
Date

- ⇒ Verify asset is on school's records before submitting request
- ⇒ FAX signed form to Property Records
- ⇒ Initiating Office: Retain copy for file

**School Board Action:**

Approved  
 Disapproved  
 Other \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature (District requires a physical signature)

\_\_\_\_\_  
Date

Minute Book No. \_\_\_\_\_