

FCSD Surplus Removal Protocol

The Technology Department will pick up surplus computer equipment on the **3rd Wednesday** of **August, November, February, and May**. Schools must ensure equipment is ready by these dates.

Responsibilities

- **Requesting School:** Identify, categorize, and label surplus equipment. Physically separate equipment by funding source (General Education vs. Federal Allocations). Notify the Technology Department of the equipment's location and ensure accessibility for pickup.
- **Technology Department:** Receive notifications, schedule pickups, verify categorization, transport equipment.

Procedure

1. **Preparation of Equipment:**
 - **Mandatory Segregation by Funding Source:** Separate equipment into two distinct categories: **General Education Purchases** (local/state funds) and **Federal Allocations** (federal grants/programs). Physically separate and clearly mark each category.
2. **Notification to Technology Department:**
 - At least **one week prior** to a scheduled pickup (by the 2nd Wednesday of pickup months), notify the Technology Department if a pick-up is needed.
 - Include a list of equipment, exact pickup location, confirmation of segregation and labeling, and contact information for the responsible person.
3. **Technology Department Pickup:**
 - On the designated 3rd Wednesday, Technology Department personnel will pick up and transport the equipment.
4. **Documentation and Disposal:**
 - The Technology Department will assess the collected surplus equipment for potential reuse or prepare it for proper disposal/recycling.

Contact Information

For questions, contact the Franklin County School District Technology Department at (931)361-0170 or email Laurie Baggett at laurie.baggett@fcstn.net or Brandon Mosley at brandon.mosley@fcstn.net.