PURCHASING GUIDELINES

Guidelines Updated September 24, 2025

DISTRICT FUNDS or SCHOOL FUNDS

FIXED ASSET INVENTORY, TRACKING AND SURPLUS

Fixed Assets

Canyons School District uses a fixed asset inventory system to track and protect its property. This system ensures accountability for public funds and helps the District meet State requirements, safeguard assets, document losses (e.g., due to vandalism) and maintain detailed records in case of disasters. Fixed assets is also able to provide a report that calculates depreciation.

Key Guidelines:

- All *fixed assets* must be tagged and tracked by the school's Fixed Asset Coordinator or the District's Fixed Asset Coordinator annually.
- School/District-owned equipment is for official use only and may be taken off-site with supervisor approval for work-related purposes.
- Assets worth **over $2,000** and items defined as "walkable" must be tracked.
    - A "walkable" is defined, but not limited to a piece of electronic equipment, or a musical instrument, costing between $500-$2,000 that can be easily removed from a building

Surplus Items

Public Surplus

Canyons School District uses PublicSurplus.com to auction surplus equipment as it becomes available. Visit www.publicsurplus.com and select "register" to bid on items. **Only** the Director of Purchasing or the Warehouse Supervisor is **authorized to sell or trade** District surplus property.

Equipment Disposal & Surplus

- All district property must be disposed of through official surplus procedures.
- Items may **not** be thrown away, destroyed or given away.
- When sending items to surplus, a Surplus Form must be completed and signed by both the Department Director/Principal and the Fixed Assets Department. Please include as much detail as possible about the item(s) being sent to surplus (e.g. working, broken, fair/poor condition, etc).
- All **art and musical instruments** must also be approved by JP Kentros and Jordan Orlandi before being sent to surplus.

For Help or Questions:

Contact the District Fixed Asset Coordinator for guidance on: Purchasing/Tagging/Transfers/Lost or stolen items/Disposal or surplus equipment/Surplus questions at 801.826.5312.

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Internal Surplus (For District Use Only)

Canyons District employees can now claim surplus items for work use within the District (classrooms, offices, etc.) before they go to public auction. Teachers and district staff are to receive approval from their administrator, prior to submitting any bid.

Please call 801.826.5353 for information on how to access internal surplus.

Library/Textbook/Consumable Surplus

Category	Who is responsible	Process/Steps	Forms and Contacts
Library Surplus	Licensed Library Media Specialist	▪ Assess and remove items from library collection (damaged, outdated, not meeting curriculum) ▪ Use circulation & collection reports ▪ Remove items from inventory & identifying markers ▪ Offer discarded items to teachers	▪ Complete the Library Surplus Form that is located on the Purchasing website under Purchasing Forms/Surplus Books. ▪ Send forms to Rachel Blackburn in Purchasing for pickup arrangements.
Textbook Surplus	Licensed Library Media Specialist	▪ When a textbook has been determined by a school to be unnecessary, outdated, or otherwise unusable. ▪ ▪ Books should **first** be offered to other schools and the District Instructional Supports Department. ▪ If there is no interest, a principal should dispose of the books through one of the following processes. These disposal options are to be followed in the order provided. ▪ For books with market value, sell the books to Mark My Words LLC. ▪ For books with no market value,	▪ Complete the Textbook Surplus form – see the detailed instructions located on the Purchasing website: Purchasing Forms/Surplus Books. ▪ Forms must be signed by Principal & Library Media Specialist ▪ Send paperwork to the Warehouse – Susan Dahl. ▪ For questions contact Rachel Blackburn, or Susan Dahl.

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Category	Who is responsible	Process/Steps	Forms and Contacts
		submit the Surplus Textbook Form to the Warehouse to coordinate textbook donation or recycling. ▪ Be sure to remove from textbook resource management catalog and remove or blackout out barcodes.	
Consumable Workbooks Surplus/Returns	School Staff & Administration (with ISD/Warehouse support)	▪ Can surplus **ANY** time during school year. ▪ **Keep same titles** together, and in original packaging when possible. ▪ Single copies go in 'Misc Box' Open/incomplete kits sent to ISD. ▪ Box by likeness/title Miscellaneous small quantities in clearly marked 'Misc Box'.	▪ Fill out the Consumable Return Form. ▪ Obtain all required signatures. ▪ Email signed list to Susan Dahl. ▪ Send with Warehouse driver, **DO NOT** send through District Mail.