

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
Curriculum  
Learning Resources & Instructional Materials

**PROCEDURES FOR REMOVAL OF  
DAMAGED OR OBSOLETE EQUIPMENT**

Any audiovisual equipment that costs less than \$1,000, is not on your inventory (does not have a BPI number), and is broken beyond repair can be disposed of without completing a Transfer/Surplus Form (3290A). Such items include cassette recorders, record players, overhead projectors, language masters, card readers, and slide projectors. The exception to this is environmentally sensitive materials (computers, items with Freon, asbestos, mercury, etc.).

To dispose of television sets, VCRs, digital cameras, and camcorders call BECON (754 321-1000). The receptionist will do a work order to have the equipment picked up and evaluated. They will return a form with their recommendation for salvage. This form should be attached to a Transfer/Surplus Form and then forwarded to Property Audits Division (Property & Inventory) for removal from the location's inventory.

The current procedure for removal of damaged or obsolete equipment that does not fall in the above two categories, or is environmentally sensitive (see paragraph 1), requires the following steps:

1. Complete a Transfer/Surplus Form (3290A), which can be obtained from the intranet <web/ets/pi/forms.htm>
2. Send the form to B-Stock Warehouse (754 321-2850) with a note requesting pick-up of items needing more rapid removal.
3. After removal, the completed forms will be forwarded to Property & Inventory for removal from the inventory.

If there are questions, call Learning Resources & Instructional Materials at 754 321-3320.

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