

Intradistrict Communication

DATE: March 9, 2023
TO: All Building Principals
FROM: Kurt Prusse, Director of Purchasing/Warehouse
SUBJECT: Large Surplus Sale End of School Year 2023

With the closure of West Jordan Elementary School (WJE), the surplus warehouse will be holding a large public surplus sale at WJE this summer. After schools have a chance to select any items they desire, the public surplus sale for any remaining items will be held. In conjunction with that sale, we would also like to add any surplus items you currently have or will be disposing of by the end of the year. **Please note: you do not need to wait for any of the below dates or deadlines to surplus your unwanted items between now and the end of the school year.** The surplus warehouse will still make their regular pick-ups after receiving your surplus paperwork.

To successfully do this large of a sale, we ask for your assistance by separating your surplus, including your paperwork, into three categories:

- 1) Furniture & Equipment,
- 2) Electronics, and
- 3) Books

Each category is treated differently. We are working with our electronics and books recyclers to possibly pick-up directly from the schools. But, we cannot make those arrangements until we know the quantities available. However, we can pick-up all your items by the dates indicated below.

June 9	Due date for schools to submit surplus paperwork to AOS
June 12	Due date for surplus paperwork to be received by surplus warehouse in order to guarantee a pick-up for the WJE Surplus Sale
June 12 - July 7	Pick-ups of surplus furniture and equipment from schools
July 10 - July 11	JSD schools may visit WJE and request transfer of surplus items
July 13 - July 14	Other LEA schools may visit WJE and purchase surplus items
July 15	Public may visit WJE and purchase surplus items
July 17 - Aug 4	Pick-ups of surplus electronics or textbooks from schools

If you have any questions, or special requests, please contact Steve Oldham either by calling x88709 or emailing steven.oldham@jordandistrict.org .