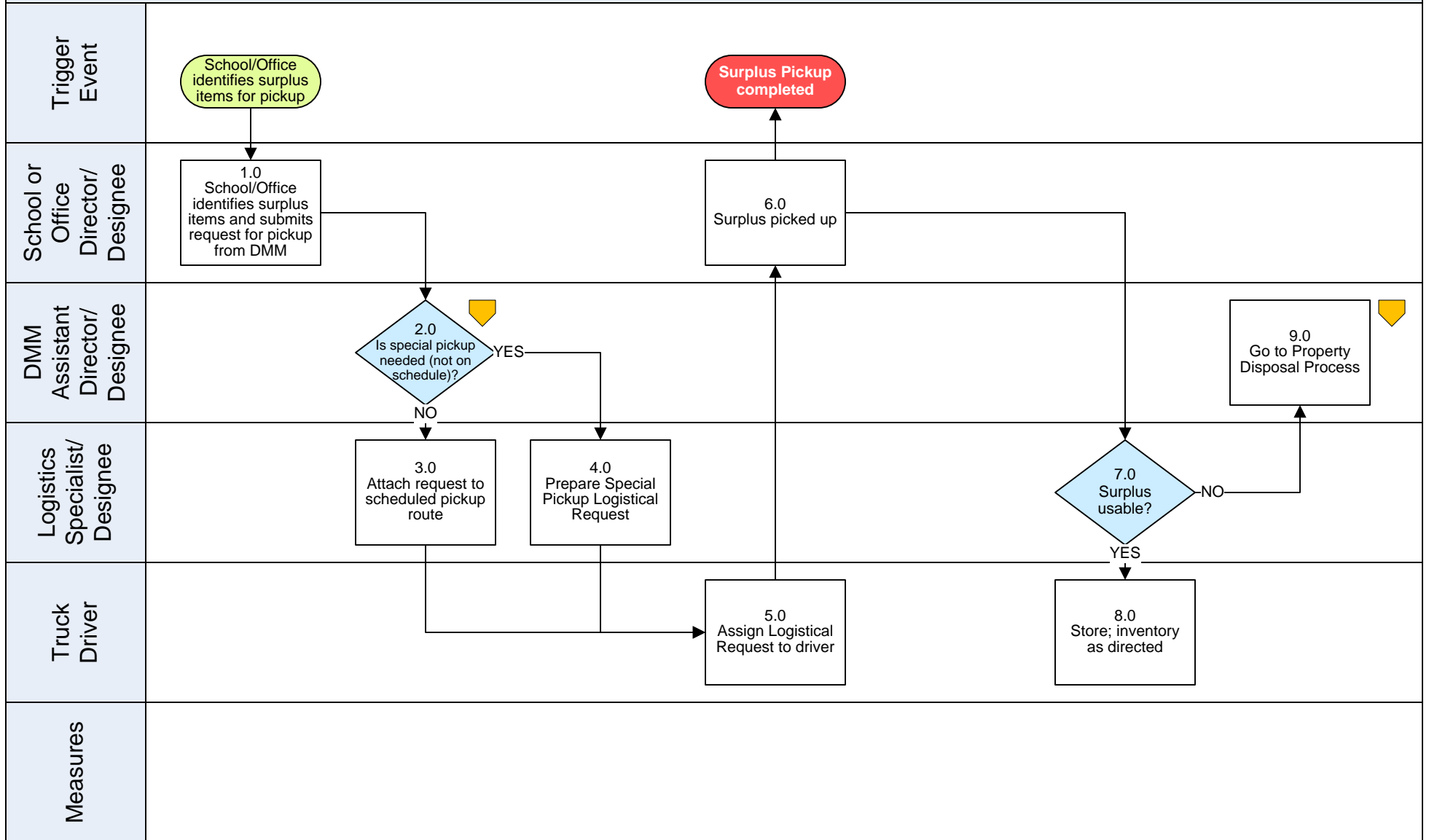


Logistical Services: Provide Surplus Pickup Services



Logistical Services – Provide Surplus Pickup Services

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: School/Office identifies surplus items and submits request for pickup from DMM

Requests for surplus pickup services must only be submitted to DMM if a pickup need arises outside of the regular surplus pickup schedule.

Step 2.0: Is special pickup needed (not on schedule)?

If this request needs to be addressed outside of the normal surplus pickup schedule (YES), proceed to step 3.0. If this request can be completed as part of the regular surplus pickup schedule (NO), skip to step 4.0.

Step 3.0: Attach request to scheduled pickup route

Step 4.0: Prepare Special Pickup Logistical Request

Step 5.0: Assign Logistical Request to driver

Step 6.0: Surplus picked up

This step completes the need, but does not end the process.

Step 7.0: Are these surplus items usable?

If yes, proceed to step 8.0. If no, skip to step 9.0.

Step 8.0: Store; inventory as directed

Step 9.0: Go to Property Disposal Process

This completes this process.

