



DISTRIBUTION CENTER REQUEST (DCR) PROCEDURES

DCR's are used for:

- Transfers of Non-Tagged Items to Surplus
- Transfers of Non-Tagged Items to Another Site (Site to Site: Not to Distribution Services or Surplus)
- Special Events Items (chairs, tables, risers and wrestling mats)
- Request Items from Surplus
- Water in an Emergency

General Procedures:

1. The requesting site will complete a [BPS Distribution Center Request](#) (DCR) online through Smartsheet.
2. Distribution Services staff will perform the admin check in Smartsheet and change the status to Ready to Process DCR, Cancelled or Returned to Submitter.
3. After the status is changed to Ready to Process DCR, the requesting site approver will receive an email notification allowing the site approver to view the request and select approve or decline.
4. The requesting site contact will receive confirmation via email when the requesting site approver approves or declines the DCR.
5. Distribution Services will review the DCR and schedules the DCR date in order to maximize efficiency and meet the needs of the School/Department and assign to a Driver/Courier.
6. The requesting site contact will receive confirmation of the scheduled date.
7. If the scheduled day needs to be changed, Distribution Services will update the scheduled date and the requesting site contact will receive another email notification.
8. The requesting site shall prepare the following prior to pick-up day:
 - a) Verify item quantity and description.
 - b) Any changes must be approved by requesting site approver and Distribution Services, prior to pick-up day.
 - c) Ensure small items are in box (no larger than paper size)
 - d) Ensure items are in covered area and not exposed to elements.
 - e) Ensure location is accessible.
 - f) Ensure furniture is cleaned out and disassembled (if necessary)
9. On the pick-up date, the Driver/Courier(s) arriving for pickup will do the following:
 - a) Verify property.
 - b) Verify quantity.
 - c) Verify description.

- d) Property may not be added after the Driver(s) have arrived, unless approved by the requesting site approver and Distribution Services.
 - e) Upload a picture of the property to the SmartSheet Record.
 - f) Update the actual pick-up date.
 - g) Add any applicable notes.
**It is the Driver/Courier(s) responsibility to ensure the DCR SmartSheet record is complete and accurate. Any exceptions should be noted. When items listed on the DCR are not picked up, notes should be added with a reason as to why it was not picked up.*
10. After the DCR Smartsheet Record is updated, the requesting site contact will receive an email stating that the DCR has been completed. The requesting site contact will select Decline or Approve to confirm of completion.

Non-Tagged Surplus Procedures:

- 1. Distribution Services personnel, in conjunction with the Driver(s), should ensure all items are received as on the DCR.
- 2. Surplus property is separated into four categories, placed on pallets, and put in a designated area. The categories are:
 - a) Repurpose
 - b) Sale
 - c) Recycle
 - d) Landfill
- 3. Distribution Services personnel will update Smartsheet records to record the disposition status and final disposition.

Repurpose (Transfers of Non-Tagged Surplus to Schools/Departments) Procedures:

- 1. Schools or Departments may request items from surplus by submitting a [BPS Distribution Center Request](#) (DCR) online through Smartsheet.
- 2. The Description should list the DCR Log # and any other identifying information from the [Available Surplus](#) page.

Non-Tagged Property Trade-In Procedures:

- 1. Prior to the trade-in of non-tagged property, a memorandum must be sent to the Director of Procurement & Distribution Services.
- 2. The property cannot be used for trade-in until the Director of Procurement & Distribution Services has approved it.
- 3. Following approval, the School/Department will be notified by the Director of Procurement & Distribution Services.
- 4. After approval, the non-tagged property may be used as a trade-in.

Surplus Non-Tagged Property Sale Procedures:

- 1. Non-tagged property received into the Surplus may be readied for sale by Distribution Services personnel.
- 2. Items will be placed on the Brevard County Public Schools, FL auction page at www.GovDeals.com/brevardschools or <https://www.ggauctionsonline.com/>

3. Items will be up for auction a minimum of 7 days and a maximum of 14 days.
4. Items are available for viewing on an appointment basis only.
5. All items must be paid for in accordance with the policies and procedures of GovDeals or George Gideon Auctioneers.
6. All items must be picked up in accordance with the policies and procedures of GovDeals, George Gideon Auctioneers and the Brevard County Public Schools.
7. These policies and procedures can be found in the Inspection, Payment and Removal instructions on the auction page.
8. After all items are picked up and payment is received from GovDeals or George Gideon Auctioneers, a sales report will be completed and verified by the Distribution Services Supervisor and Director of Procurement & Distribution Services.
9. The sales report and monies collected will then be turned over to the Accounting Office for deposit.
10. Distribution Services will update the Smartsheet records as needed.
11. Items not sold will be disposed of per Florida Statutes and School Board policies.