

Create a opening statement on PublicSurplus.com similar to Amphi Schools stating that TUSD will only accept credit cards. *See slide 6 in the presentation* (OR) Assign personnel in Bldg 1010 to accept cashier checks and provide the buyer with a receipt that authorizes AM to release the asset.

1

Agree

Please state which action TUSD will take for Recommendation #1---TUSD will only accept credit/debit cards, or wire transfers. The additional fee of 3.5% charged by Public Surplus will be passed on to the bidder. Under Public Surplus procedures funds will be distributed to TUSD once per month.

Asset Management

Asset Management

3/15/2018

Estimate the revenue generated from the forklift fee and determine if a small price increase can be added to all heavy pallets to eliminate the need for the \$25 fee.

2

Agree-  
conditionally

For now we will eliminate the forklift fee.  
If the concern is the wear and tear on the forklift, we could cover a portion of forklift repair and maintenance out of the auction proceeds.  
Public Surplus is currently working on the capability for the seller (TUSD)

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Organize the floor into fenced sections: (New assets received, Used assets received, items ready for auction, items sold) to deter the addition or removal of items on auction pallets.

5

Agree--  
conditionally

Hayes TIPWebIT offers a warehouse module allowing sections of the warehouse to be divided by asset category (receiving, surplus, for auction, etc.) This allows maintaining physically divided locations that match the asset designations within the asset management system.

Asset Management

Asset Management &  
Property Control

6/30/2018 (estimated Hayes TIPWebIT implementation completion)

6

Agree

To the auction pallets. Shrink wrapping will not work because the auctions are open to inspection while the bidding is going on; also some bidders come with small vehicles and if we shrink wrap the pallet after the auction has closed it may need to be unwrapped in order for the bidder to load into their vehicle. Recommendation #5 will help control the issue of items being added to or taken from the auction pallet.

Asset Management

Asset Management

3/15/2018

Tag or shrink wrap each finished pallet.

Require Property Control to take pictures of all useable furniture that is currently in the warehouse.

7

Agree

Property Control has created a shared Office 365 document to hold pictures/item numbers of all available surplus property. The link to this document will be posted on the intranet home page and the document will be updated as items are added and claimed.

Property Control

6/30/2018

Require Property Control to take 3.995 (e) 5 (q) 3.995

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Create Quarterly or  
Monthly emails from TS  
advertising furniture that  
is available for free in the  
online catalog.

11

Agree

Property Control has created a shared Offpm 0 0.24 I S Q(ar)6dE-655 (y )(C