

Step Process for Transfer, Sale & Inventory Disposal

Step 3

Accountable Property form is located on the District website:

Step 1

Using the above link, Property Owner completes Accountable Property form

http://staff.kckps.org/secretgarden/images/departments/risk/AccountablePropertyForm2018.pdf

St	Step 2		Property owner places work order using the " School Dude " work order system.
colored d	on, Owner ch item ppropriate ot: Transfer Sell Trash		Assign to "Property Management". Always attach the completed accountable property form to the work order BEFORE submitting. Maintain a copy for your records.

4/24/2018

"Property Owner" refers to custodian or building/department head