

Inventory

Property Records requests that each location communicate with their staff when the inventory will be performed for their location. Please have staff members bring in any assets (ex: Laptops, iPads, Radios, etc.) that may be at their homes and leave at the location until the inventory is completed for your location.

Disposition/Transfer Forms

We have two different forms that we use to direct property and equipment. The first form is called a **disposition form** that allows a school/location to remove items from their inventory. The second form is a **transfer form** that allows a school/location to move property recorded items on their inventory to another school/location inventory.

Surplus property recorded items (items with A & N #'s) must have a form attached to the property being picked up.

Procedures:

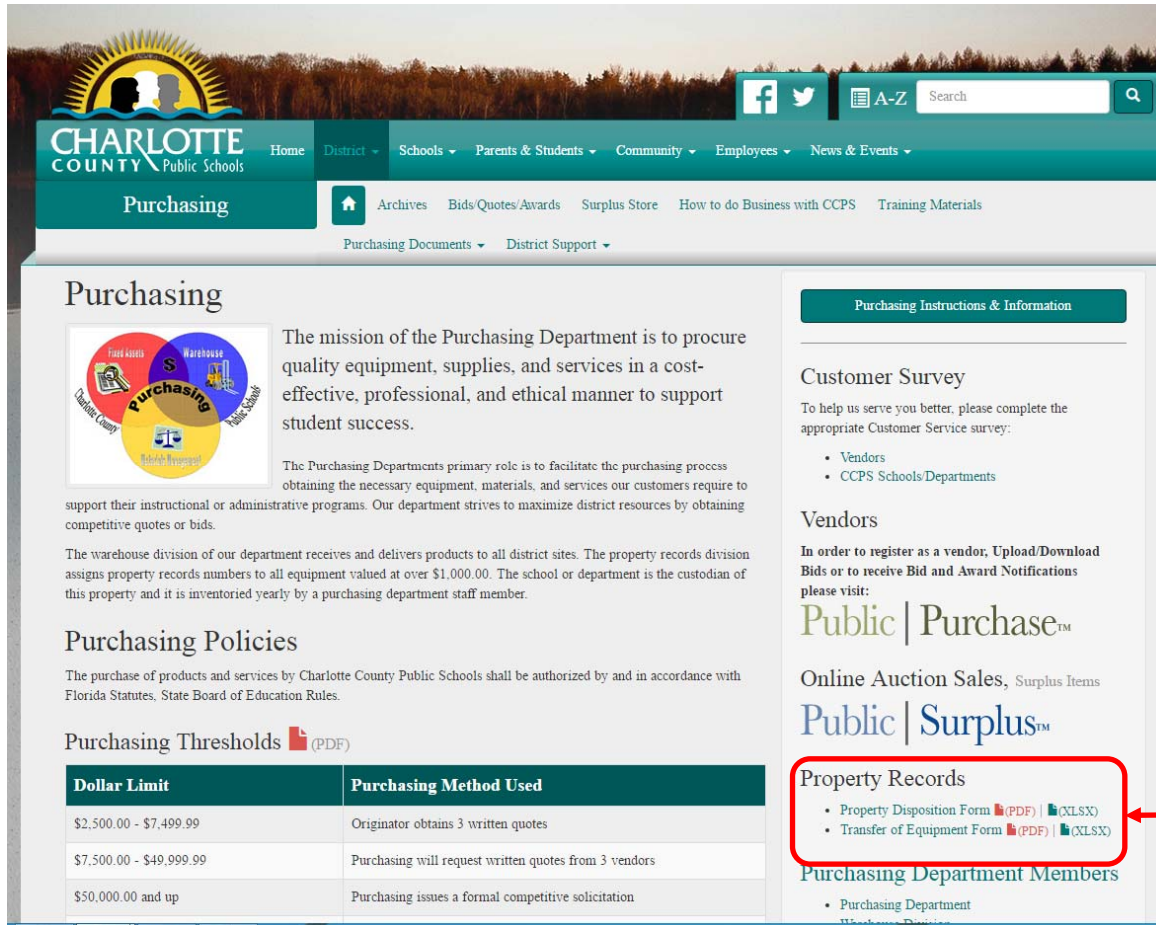
E-mail the form to Property.Records@yourcharlotteschools.net. In the e-mail give an overview of what the items are so we can decide what size truck we need to send. If property is deemed "Old, worn out and/or beyond economical repair"; please attach repair estimate to email.

Attach the Disposition or Transfer Form to the items for pick up.

Arrangements will be made for the pick up.

If you have any questions, call Property Records at (941)575-5826.

Where to find a Property Disposition & Transfer Form




CHARLOTTE COUNTY Public Schools Home District Schools Parents & Students Community Employees News & Events

Purchasing Archives Bids/Quotes/Awards Surplus Store How to do Business with CCPS Training Materials

Purchasing Documents District Support

Purchasing



The mission of the Purchasing Department is to procure quality equipment, supplies, and services in a cost-effective, professional, and ethical manner to support student success.

The Purchasing Department's primary role is to facilitate the purchasing process obtaining the necessary equipment, materials, and services our customers require to support their instructional or administrative programs. Our department strives to maximize district resources by obtaining competitive quotes or bids.

The warehouse division of our department receives and delivers products to all district sites. The property records division assigns property records numbers to all equipment valued at over \$1,000.00. The school or department is the custodian of this property and it is inventoried yearly by a purchasing department staff member.

Purchasing Policies

The purchase of products and services by Charlotte County Public Schools shall be authorized by and in accordance with Florida Statutes, State Board of Education Rules.

Purchasing Thresholds [\(PDF\)](#)

Dollar Limit	Purchasing Method Used
\$2,500.00 - \$7,499.99	Originator obtains 3 written quotes
\$7,500.00 - \$49,999.99	Purchasing will request written quotes from 3 vendors
\$50,000.00 and up	Purchasing issues a formal competitive solicitation

Purchasing Instructions & Information

Customer Survey

To help us serve you better, please complete the appropriate Customer Service survey.

- Vendors
- CCPS Schools/Departments

Vendors

In order to register as a vendor, Upload/Download Bids or to receive Bid and Award Notifications please visit:

Public | Purchase™

Online Auction Sales, Surplus Items

Public | Surplus™

Property Records

- Property Disposition Form [\(PDF\)](#) | [\(XLSX\)](#)
- Transfer of Equipment Form [\(PDF\)](#) | [\(XLSX\)](#)

Purchasing Department Members

- Purchasing Department
- Warehouse Division