

Santa Clara County Office of Education

1. How do I return an item ordered on a Purchase Order?
 - For materials that have been received centrally and delivered to your program, the program must contact the vendor for return authorization. If you need help with your return authorization please contact Purchasing (appropriate Buyer for the commodity).
2. When do sites receive deliveries from the Warehouse?
 - The Warehouse delivers supplies, equipment's, mail and surplus property to all COE sites and District Offices once a week (subject to change). Please contact the Warehouse for schedule information.
3. Whom do I call when I need furniture moved?
 - Place work order in the Work Order System. For assistance call the Warehouse.
4. What do I do with item(s) I no longer need or want?
 - Surplus property is defined as property or furniture that is not operational or is no longer needed to operate a program. To dispose of surplus property, fill out the Property Change Notice/Surplus Property Form, and attach to the item:
<http://www.sccoe.org/depts/bizserv/purchasing/Documents/PropertyChangeNotice.pdf>
5. Can I buy surplus property for personal use?
 - The items are first offered to the COE programs on intranet surplus link. If the items are not claimed within 30 days then items are put up for auction via Public Surplus:
<https://www.publicsurplus.com/>