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**SOP Inventory
Salvage Vendors**

In January 2006, an updated Standard Operating Procedures (SOP) chapter on "Inventory" was distributed to the field. You may access this chapter and accompanying information by clicking on the following link:

<http://www.nycenet.edu/Offices/DFO/SOP/SOPChapters/inventory.htm>

A detailed process regarding the Disposition of Obsolete Equipment appears in this chapter. As part of the process, Salvage Vendors must be contacted in certain situations when disposing of obsolete equipment other than computers (see pages 20, 21 and 24 of the chapter).

At present, a contract is not yet in place for a salvage vendor. We anticipate awarding a contract in the near future. Until such time as this contract is promulgated, and a vendor is named you may either,

DISCARD the item(s)

or

contact (verbally or in writing) at least three (3) salvage vendors or other commercial organizations/businesses that may have use for the item. Request that the vendors respond in writing with their bid for the item within ten (10) business days.

Information regarding the SOP Inventory chapter may be obtained by contacting:

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