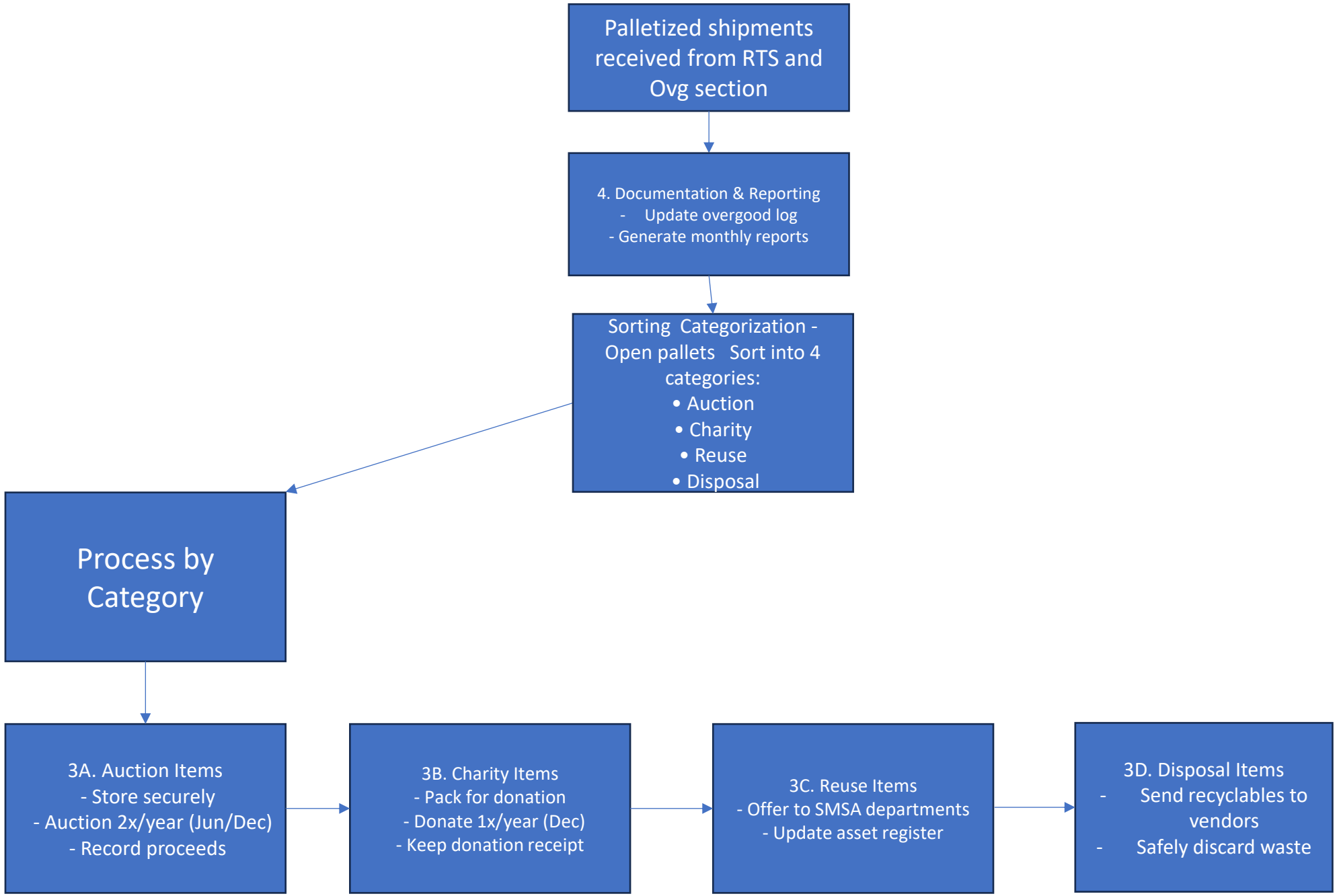
Palletized shipments received from RTS and Ovg section
4. Documentation & Reporting
- Update overgood log
- Generate monthly reports
Sorting Categorization - Open pallets Sort into 4 categories:
• Auction
• Charity
• Reuse
• Disposal
Process by Category
3A. Auction Items
- Store securely
- Auction 2x/year (Jun/Dec)
- Record proceeds
3B. Charity Items
- Pack for donation
- Donate 1x/year (Dec)
- Keep donation receipt
3C. Reuse Items
- Offer to SMSA departments
- Update asset register
3D. Disposal Items
- Send recyclables to vendors
- Safely discard waste