



**BOARD POLICY**

Section PROPERTY

Title DISPOSAL OF SURPLUS PROPERTY, EQUIPMENT, SUPPLIES AND TEXTBOOKS

Date Adopted JANUARY 5, 2009

Date Last Revised \_\_\_\_\_

Old Classification \_\_\_\_\_

Guide	706.1 DISPOSAL OF SURPLUS PROPERTY, EQUIPMENT SUPPLIES AND TEXTBOOKS	Reference
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p>Unneeded surplus and obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage.</p> <p>When it has been determined that any real or personal property is obsolete or unneeded surplus and should be exchanged for other property, the Board authorizes that such property may be sold or exchanged in accordance with the following provisions:</p> <ol style="list-style-type: none"> <li>1. The property is no longer required for its originally intended purpose.</li> <li>2. The property is considered out-of-date, obsolete, or in unusable condition.</li> <li>3. The property is in quantities exceeding any possibility of effective use by the district.</li> </ol> <p>Determination as to whether any of the stated criteria apply to property possessed by the district shall be made by the Superintendent, who may delegate this responsibility, provided that all requirements of this policy are met.</p> <p>The Business Manager shall be responsible for arranging for disposition of all obsolete or surplus property. As necessary, s/he may call upon other staff personnel to develop criteria to aid in this identification.</p> <p>The Business Manager shall submit a request and recommendation concerning the disposition of obsolete and surplus property to the Superintendent for his/her consideration for approval.</p> <p>Disposal Methods The Superintendent shall determine the means of disposing of obsolete or surplus property.</p>	<p>Pol. 218, 220 248</p> <p>1/3</p>

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SC 707,708,709	<p>Disposal of an item with an estimated value of \$5,000 or more shall require approval of the Board prior to disposal.</p> <p>Some items have no sale value. Such items may be deposited in dumpsters or hauled to a local landfill. These items also may be donated to charitable organizations.</p> <p>Items of some value may be disposed of in the following ways:</p> <ol style="list-style-type: none"> <li>1. Public sale.</li> <li>2. Salvage scrap.</li> <li>3. Negotiated sale (normally used when disposing of items of substantial value, e.g., real estate).</li> <li>4. Sealed quotes.</li> <li>5. Prepriced sale (large quantities of obsolete or surplus furniture and equipment may be sold by this method).</li> <li>6. Trade-in on new equipment.</li> <li>7. Donation to charitable organizations.</li> <li>8. Discard.</li> </ol> <p>District employees may not receive or accept abandoned or disposed of property except as approved by the Superintendent or designee or they may join with others in bidding for items to be sold.</p> <p>Real Estate</p> <p>The disposal of all real estate shall require approval of the Board of Directors and is subject to laws and regulations governing the sale of land or buildings.</p> <p>Computers And Related Equipment</p> <p>Regarding disposition of computers and related equipment, the Business Manager and senior technology administrator shall recommend a means of disposal to the Superintendent. The Superintendent is authorized to give final approval of disposition. Disposal may include dismantling for parts.</p>	<p style="text-align: right;">2/3</p>

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	<p>Textbooks</p> <p>Obsolete or outdated textbooks shall be disposed of in the following general priority:</p> <ol style="list-style-type: none"> <li>1. Placement in classrooms as supplemental materials.</li> <li>2. Sold to commercial used book purchasers by quotation.</li> <li>3. Sold to private schools by quotation.</li> <li>4. Donated to charitable organizations.</li> <li>5. Given to students as supplemental materials at home.</li> <li>6. Discarded.</li> </ol> <p>Recordkeeping</p> <p>The Business Manager shall be responsible for maintaining records of all obsolete and surplus property disposed of during each fiscal year. This summary shall include quantity, description of property, method of disposition, and value received. Such records shall be maintained on the attached form for a minimum of three (3) years.</p> <p>Disposal of obsolete or surplus property shall be made in accordance with applicable law and may be approved by the Superintendent.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 707, 708, 709</p>	<p style="text-align: right;">3/3</p>