

# NORTHWESTERN LEHIGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: DISPOSAL OF SURPLUS  
PROPERTY/TEXTBOOKS/  
SUPPLIES

ADOPTED: NOVEMBER 19, 2014

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Definitions</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<p style="text-align: center;">706.1. DISPOSAL OF SURPLUS PROPERTY/TEXTBOOKS/SUPPLIES</p> <p>The Northwestern Lehigh School District Board of Directors believe in the importance of quickly and efficiently disposing of unnecessary surplus and obsolete property, textbooks, and supplies in an equitable, efficient and cost effective manner.</p> <p>The Board authorizes disposal, sale or exchange of School District Property that is:</p> <ol style="list-style-type: none"> <li>1. No longer required for its originally intended purpose.</li> <li>2. Considered out-of-date, obsolete, or in unusable condition.</li> <li>3. In quantities exceeding any possibility of effective use by the School District.</li> </ol> <p>The disposal, sale or exchange of any such School District Property must conform to the guidelines set forth in this Policy.</p> <p>School District Property includes Equipment, Textbook and Library Books and Supplementary Instructional Materials and Supplies.</p> <p>The determination as to whether any of the above stated criteria apply to School District Property shall be made by the Superintendent and/or designee provided that all requirements of this policy are met.</p> <p>The following shall be the policy of the Board with respect to the disposal of School District property:</p> <ol style="list-style-type: none"> <li>1. The Superintendent or designee shall review the property records created pursuant to Policy 706 annually to determine whether any property is obsolete or in surplus. Equipment being replaced may be traded in on new equipment as part of the purchase procedures. Whenever practical, surplus items are traded-in to reduce the purchase price of replacement items and to avoid costs associated with the storage and sale of surplus items.</li> <li>2. All obsolete and surplus property shall be reviewed and selected for retention or disposal based on the following:             <ol style="list-style-type: none"> <li>a. Property that is likely to be useful shall be retained, inventoried and stored according to Policy 706</li> </ol> </li> </ol>
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b. Property that has no potential usefulness and that has an estimated value of \$1,000.00 (or cost to advertise, whichever is lower) or more shall be sold by sealed bid or public auction, following Board approval.

c. Property that has no potential usefulness and has no sale value, or for which the disposal cost exceeds the net worth may be donated to charitable organizations, nonprofit organizations, governmental agencies, or other schools.

d. Property that has no potential usefulness, has no sale value and cannot be donated, shall be recycled if possible, or discarded consistent with applicable local, state and federal laws and regulations.

1. Terms of sales are as follows:
  - a. First come, first served
  - b. All items sold in "as is" condition
  - c. Cash and carry
  - d. All sales are final; and
  - e. No cash refunds
2. The Business Manager must approve the holding of a surplus sale, as well as the method of sale and a list of items to be offered for sale.
3. Surplus sales must be properly advertised to satisfy legal requirements and to reach as large a number of potential buyers as possible.
4. School District Property being offered for sale at a pre-priced sale must have been appraised, valued and priced by an appropriate administrator.
5. The School District will comply with the Public School Code provisions regarding the disposition of real property and the use of the proceeds from any sale.

Any and all data, programs and software must be destroyed from any School District Property (i.e. computers, laptops, tablets, etc.) prior to being disposed of, sold or exchanged. District technical support staff shall clean the hard drive and erase/destroy all user data files and any data on the system.

School District employees and related personnel may not receive or accept School District Property except that they may join with others in bidding for or in purchasing items to be sold.

Funds received from the sale of School District Property shall be deposited in the District's general account. All funds received shall be reported to the Board.

	<p><u>Accountability Safeguards</u></p> <p>It shall be the responsibility of the Business Manager to ensure that the disposal, sale or exchange of School District Property complies with applicable local, state, and federal laws and Board policy and procedures, and provides the maximum benefits possible to the School District.</p> <p>The Business Manager shall also ensure that proper internal controls are maintained regarding the sale of School District Property, that the transfer of ownership is supported by properly prepared and signed forms, and that all receipts are properly recorded.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 707, 708, 709, 807.1</p>
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