

P3316 DISPOSITION OF SURPLUS OR OBSOLETE SUPPLIES AND EQUIPMENT

BOARD POLICY:

Disposal of all surplus or obsolete supplies and equipment no longer required to accomplish the educational program of the school district shall be the responsibility of the Division Director of Operations or designee.

Administrative Implemental Procedures:

1. The disposing of school property no longer needed by the District may be approved by the Board approving the method of such disposal upon the affirmative recorded vote by a majority of Board members that occurs once annually at a regular scheduled meeting. Disposal of property by other methods other than approved methods is subject to affirmative recorded vote of the Board at any regular scheduled meeting.
2. Disposition of items that are not maintained on the District's fixed assets inventory, or are maintained on such inventory, with a value of less than \$10,000, shall be sold in the most cost-effective manner. Fixed assets with a depreciated individual value of \$10,000.00 or more shall be listed and provided to the Board prior to the sale.
3. Surplus or obsolete supplies and equipment shall be disposed of in the following manner:
 - a. Items of no resale value shall be disposed of in the most cost-effective manner.
 - b. Scrap metals and recyclable wood and paper products shall be disposed of in the most cost-effective manner.
 - c. Items classified as unusable but which retain a portion of their value and are considered salable at a salvage price shall be advertised for sale at an established time and place. The method of sale selected, either by public bids, public auction, auction website, or pre-priced by the Division Director of Operations, shall be considered to be in the best interest of the district.
 - d. Items salable at the district's approximate purchase price or appraised value may be disposed of without the benefit of public sale, with written approval of the Superintendent of Schools.
 - e. Computer devices determined to be obsolete will be disposed of in a manner that ensures data storage devices are completely erased of all data, including operating systems. Peripheral devices are to be disposed of in a manner which is environmentally responsible.
 - f. Items may be traded in toward the cost of new material, when it is deemed by the Division Director of Operations to be in the best interest of the district.

Administrative Responsibility: Operations Division

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