**WALWORTH POLICY 683**

**ADMINISTRATIVE PROCEDURES**

**ASSET MANAGEMENT**

1. Supplies and equipment will be received in the District's Main Office and delivered to the

appropriate location in accordance with established Business Office procedures.

2. All textbooks purchased by the District are coded and stamped “Property of Walworth Joint School District #1" prior to distribution.

3. All technology equipment is coded, labeled, and inventoried by the IT Department.

4. All items with a value of $5,000 or greater will be recorded as fixed assets by the District's independent auditors for the annual financial statements. The auditors will maintain a copy of this list.

5. Furniture, equipment and supply items no longer needed by the District are to be disposed of by making them available on a reasonable basis to any non-profit organization in quantity lots or by periodically holding public sales. Public notice will be given concerning the details for the disposition of these items. Non-saleable items will be sold for salvage or destroyed.

6. Textbooks, library books and other instructional materials no longer needed by the District will be disposed of by recycling, incinerating, sale or scrapping. Requests from organization or individuals for any of such materials will be considered, with first priority being given to non-profit organizations.

7. Obsolete materials shall be disposed of in accordance with established procedures including computer equipment, chemicals, etc.

8. At the District’s Annual Meeting, the Board of Education will authorize the sale or salvage of property belonging to the District and no longer needed by the District. All funds received from the sale of these items or salvage materials will be deposited into the District's General Fund.

**LEGAL REFERENCES:** Wisconsin Statutes 120.10(12) and 120.12(1)

**POLICY ADOPTION:** October 25, 2010

**POLICY REVISED:**  June 19, 2017