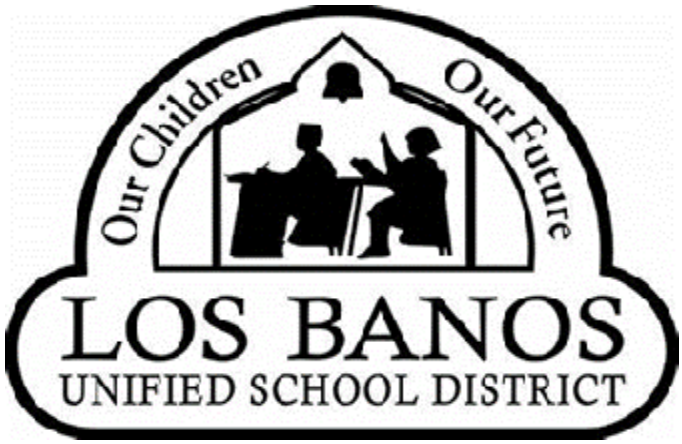

I. **Purpose:** The purpose of this policy is to provide guidelines to obsolete equipment and material.

II. **When is it considered Obsolete or unusable**:
   A. Contain information rendered inaccurate or incomplete by new discoveries of technologies
   B. Have been replaced by more recent versions or editions of the same material, and they are of no foreseeable value in other instructional areas
   C. Contain demeaning, stereotyping, or patronizing references to either sex, to members of racial, ethnic, religious, vocational, or cultural groups, or to persons with physical or mental handicaps.
   D. Have been inspected and discovered to be damaged beyond use or repair.

III. **Any department or site wishing to begin the process of obsoleting equipment, material supplies, or vehicles of district property must follow the following procedures:**
   1) Inform supervisors or administrators of the item(s) that need to be obsolete.
   2) If the above II. is met in one category then move to step 3.
   3) Fill out the Equipment or Textbook Disposal form.
   4) Your administrator or supervisor will create a BRM for this request to take to the board.
   5) Provide a copy of the BRM and backup to Tina Accardo, by no later than the 30th of each month.
   6) Once approved by the board provide a copy of the approved BRM and backup to finance@losbanosud.net for finance to complete the final approval signature.
   7) Once Finance approves this then you may proceed to dispose of the items.
      a) Remove all-district license plates, logos, etc from the equipment or vehicles

IV: Donation or Sale: The state board, the governing board of a school district, or a county office of education may dispose of surplus or undistributed obsolete instructional materials in its possession that are usable for educational purposes in any of the following ways:

(a) By donation to a governing board, county free library, or other state institution.

(b) By donation to a public agency or institution of any territory or possession of

the United States or the government of a country that formerly was a territory or possession of the United States.

(c) By donation to a nonprofit charitable organization.

(d) By donation to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people.

(e) By sale.

60511.

Any organization, agency, or institution receiving obsolete instructional materials donated pursuant to this article shall certify to the governing board of the school district or the county board of education, as appropriate, that it agrees to make no charge of any kind to the persons to whom the organization gives or lends those materials.

VI: Sale of supplies, materials, and equipment: Notwithstanding the other procedural requirements of this policy, the School District may contract to sell supplies, materials, and equipment that is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment

VII: Proceeds of Sale: For the sale, the superintendent or designee shall identify to the Board all items not needed by the district, together with their estimated value and a recommended disposition. The governing board of any school district may sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the district for not less than two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation there. If there is no such newspaper, then in a newspaper having a general circulation in the district; or if there is no newspaper, then in a newspaper having a general circulation in a county in which the district or any part thereof is situated. The board shall sell the property to the highest responsible bidder or shall reject all bids

The governing board may choose to conduct any sale of personal property authorized under this section by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district employee responsible for conducting the auction the authority to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

The proceeds are to go into the treasury of the district. The method to do this is by:

1. Depositing funds into our clearing account
2. Make sure that all backup is included: BRM, Disposal Form (with finance

signature.)
3. Proof of sale with the public auction agency (receipt/invoice)
4. Once this is deposited, please notify finance in an email at finance@losbanosusd.net

Education Codes

Education Code 60510. The governing board of a school district may dispose of surplus or undistributed

obsolete instructional materials in its possession that are usable for educational purposes in any of the

following ways:

(a) By donation to a governing board, county free library, or other state institution.

(b) By donation to a public agency or institution of any territory or possession of the United States or

the government of a country that formerly was a territory or possession of the United States.

(c) By donation to a nonprofit charitable organization.

(d) By donation to children or adults in the State of California, or foreign countries for the purpose of

increasing the general literacy of the people.

(e) By sale to any organization that agrees to use the materials solely for educational purposes.

Education Code 60510.5. Prior to the disposition by a school district of any instructional materials

pursuant to Section 60510, the school district governing board is encouraged to do both of the

following:

(1) No later than 60 days prior to that disposition, notify the public of its intention to dispose of those

materials through a public service announcement on a television station in the county in which the

The district is located, a public notice in a newspaper of general circulation published in that county, or

any other means that the governing board determines to reach most effectively the entities

described in subdivisions (a) to (e), inclusive, of Section 60510.

(2) Permit representatives of the entities described in subdivisions (a) to (e), inclusive, of Section

60510 and members of the public to address the governing board regarding that disposition.

Education Code 60530. The state board, any district board which employs a superintendent of schools,

and other school districts with the approval of the county superintendent of schools may dispose of

unusable surplus or undistributed obsolete instructional materials, or such materials which are usable

but cannot be distributed pursuant to Section 60510 in any of the following ways:

(a) Mutilated as not to be salable as instructional materials and sold for scrap or for use in the

manufacture of paper pulp or other substances at the highest price that can be obtained.

(b) Destroyed by any economical means, provided that no instructional material shall be destroyed

until 30 days after the governing board has given notice to all persons who have filed a request for

such notice.

LBUSD EQUIPMENT DISPOSAL FORM

DATE _____ DESTINATION _____

SITE NAME _____ WORK ORDER # _____

SITE # _____ REQUESTED BY _____

BUILDING # _____ APPROVED BY _____

Note: 1. Only items listed will be accepted. 2. A Work Order is necessary for pickup. 3. Items with Bar Codes or Serial #'s MUST be listed individually. 4. Remove Bar Code and affix to white copy.

QTY	DESCRIPTION	MAKE	MODEL	SERIAL#	DISTRICT BAR CODE AFFIX OR WRITE	FEDERAL BAR CODE	CONDITION E = EXCELLENT* G = GOOD* D = DAMAGED

*IF CONDITION IS EXCELLENT AND OR GOOD, PLEASE EXPLAIN WHY ITEM IS BEING SURPLUSED _____

_____

_____

_____

Make a copy to keep at site for your records. Board Approved Date:

Finance Approval Signature/Date:

LBUSD OBSOLETE/DAMAGED
BOOK LIST

SCHOOL:
SUBMITTED BY:

TITLE	PUBLISHER	COPYRIGHT DATE	REASON FOR DISPOSAL		# OF ITEMS
			OUTDATED	DAMAGED	

Board Approved Date:
Finance Approved Date and Signature: