

Procedure - Disposal of Surplus Equipment and/or Materials

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other district personal property are as follows:

- A. The principal or department supervisor will supply a written rationale which supports the obsolescence of the item;
- B. Any item, or group of items with a current value over \$1000 shall receive approval of the Board of Directors before the item or group of items may be considered surplus;
- C. Funds derived from the rental, sale, or lease of student transportation equipment shall be placed into the Transportation Vehicle Fund. Funds derived from the sale of personal property shall be placed into the General Fund.
- D. All other departments and/or buildings will have the opportunity to view the item during a two-week period;
- E. If the item is not claimed during the two-week period, a value will be placed on the item by two staff members who are familiar with items of a similar nature. The value of textbooks will be established as follows:

New Books Purchased During Current Term	Full Cost
Books 2 years old	80%
3 years old	60%
4 years old	40%
Over 4 years old	20%

- G. Interested public and private schools will be advised in writing of a two-day period in which they will have an opportunity to view and/or purchase the obsolete and/or surplus item;
- H. In lieu of complying with the notice requirements above, the district may elect to grant items to governmental agencies, non-profits, or indigent individuals, on the condition that the item be used for K-12 grade education purposes. Alternatively, the District may elect to loan surplus property to a nonreligious, nonsectarian private entity on the condition the property be used for the preschool through twelfth grade education of members of the public on a nondiscriminatory basis.
- I. The remaining item will be available for purchase by the general public;
- J. The district will publicize this sale, which will be open to the general public; and

- K. The board will specify the nature and conduct of any sale of property which exceeds the limits specified in policy 6882, Sale of Real Property.