



DISPOSAL

The following operating procedures are in accordance with SP 3270 (a-b):

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Disposal of Books, Equipment, and Supplies ([back to top](#))

- In order to ensure compliance with state law, it is important to properly account for the disposal all books, equipment, and supplies purchased through Butte County Office of Education.
- Refer to SP 3270 (a) for specific guidelines on how to determine if an item qualifies as obsolete.
- If an item is determined to be obsolete, a Property Disposal Request Form (BSF-100) should be completed and signed by the applicable Division Assistant Superintendent.
- If the item(s) to be disposed are:
 - technology equipment or software - the BSF-100 should be submitted to the Information Technology department (IT).
 - other supplies/equipment/furniture, books – the BSF-100 should be submitted to the Maintenance Operations and Facilities department (M&O).
 - a mix of technology and non-technology equipment/supplies, books – the BSF-100 should be submitted to the IT department first. IT will dispose of the technology equipment and then pass the BSF-100 on to the M&O department to dispose of the other equipment/supplies.
- The BSF-100 should be used for all items that require disposal, regardless of the original purchase price.
- Prior to disposal, and on a quarterly basis, a list of all BCOE items that are to be disposed is provided to the Board of Education for their review.

Transfer of BCOE Technology Equipment to a District ([back to top](#))

- To properly facilitate the transfer of ownership for technology equipment from BCOE to a district, complete the following process:
 - Establish a written agreement, between the applicable BCOE department/program and the district, specifying the transfer of ownership of technology equipment from BCOE to the district, to use for educational purposes.



Operating Procedures

- Complete the Property Disposal Request Form (BSF-100); indicate on the form that the disposal request is actually a transfer, and note the receiving district.
- Attach the signed written agreement to the BSF-100, obtain signature of the applicable Division Assistant Superintendent, and submit all to the Information Technology department.
- Information Technology will use the equipment information noted on the BSF-100 to properly adjust BCOE inventory and asset assignment records.
- The BCOE department/program should retain a copy of all paperwork associated with the transfer of technology equipment for their records.

Sale of Obsolete Books, Equipment, and Supplies [\(back to top\)](#)

- Refer to SP 3270 (a-b) for specific guidelines regarding the advertisement and sale of obsolete books, equipment, and supplies.
- If the value of the obsolete items is deemed insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization.
- Surplus or undistributed obsolete instructional materials may be donated or sold at a nominal price to organizations or individuals who will use them for educational purposes, but not resell for profit.
- Records should be retained of all excess or obsolete equipment or materials that have been sold or otherwise donated.

Disposition of Equipment/Supplies Purchased with Grant/Contract Funds [\(back to top\)](#)

- Grant/Contract programs may have established guidelines as to the disposition of equipment/supplies purchased through allocated funding.
- If guidelines have been established, BCOE agrees to adhere to their respective guidelines as to the disposition or return of equipment/supplies upon termination of the grant/contract.
- If guidelines have not been established, BCOE assumes ownership of all purchased equipment/supplies throughout its useful life.