

DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS

The Board has the authority to declare equipment, supplies, furniture and other district personal property obsolete and/or surplus. The Superintendent shall establish procedures for their sale, trade or disposal except that the Board must approve of any sales where:

- A. A single unit item has a current value in excess of \$100.00; and/or
- B. Multiple items have a total unit value in excess of \$500.00.

Surplus or obsolete books or other reading materials shall be disposed of as follows:

- If the reading materials are estimated to have value as reading materials in excess of \$1,000, they shall be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the District;
- If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of \$1,000 or less, the District may directly negotiate the sale of the reading materials to a public or private entity; or
- If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.

Prior to disposing of any surplus texts, other books, equipment, materials or relocatable facilities, the Superintendent shall serve written notice in a newspaper of general circulation in the school district. The material or equipment shall be sold public auction or via surplus sale. Disposition of such surplus property to parties other than public or private schools may take place thirty days after written notice is served.

The preceding notice requirements do not apply to the loan, lease, sale or transfer of assistive devices for the use or benefit of children with disabilities, their parents, or any public or private nonprofit agency providing education, health or rehabilitation services to individuals with disabilities. Such devices do not need to be declared surplus. The sale or transfer of such devices shall be recorded and based on the item's depreciated value. The district shall establish and maintain an inventory of assistive technology devices whose value exceeds \$100, and for each device shall establish a value that shall be adjusted annually to reflect depreciation.

“Assistive device” means any item, piece of equipment, or product system, whether acquired commercially off-the-shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of children with disabilities.

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.

Legal References:

RCW

28A.155.160

Assistive devices — Transfer for benefit of children with disabilities — Record inventory

28A.335.060

Surplus school property, rental, lease or use of — Disposition of moneys received from

28A.335.090

Conveyance and acquisition of property — Management

28A.335.180

Surplus texts and other educational aids, notice of availability — Student priority as to texts

28A.335.205

Assistive devices — Transfer for benefit of children with disabilities — Record, inventory

39.33.070

School districts and libraries — Disposal of obsolete or surplus reading materials — Procedures

WAC

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Resold School Buses