

**GUIDELINES FOR
DISPOSAL OF SCHOOL EQUIPMENT,
MATERIALS AND SUPPLIES**

- I. The building principal or person in charge of the department where school property is located will inform the executive director of business services of the availability of the property to be reallocated or disposed of.
- II. The executive director of business services or designee shall periodically inform district personnel of the availability of surplus district property. If any building or department or program has a need for the property, it will be assigned to them. Any competing need for an asset shall be decided by the Executive Director of Business Services.
- III. Surplus items will be classified and reallocated or disposed of as follows:
 - A. Items having resale value:
 1. Items having an estimated fair market value of \$2,500 or more will be advertised for sale upon receiving approval from the executive director of business services or designee. The method of selling or sale shall not give any advantage to employees over the public. The district reserves the right to reject any and all bids, waive irregularities or to select other than the high bid, if in its judgment, the best interests of the district will be served. The Executive Director of Business Services shall provide a periodic report to the Finance and Facilities Committee of items sold.
 2. Those individual items having an estimated fair market value of between \$500 and \$2,500 will be disposed of in the most efficient method decided upon by the Executive Director of Business Services. If the method used includes a public sale, the process will give equal opportunity to all and will include using the district's publications to the public as well as cable resources to announce the sale.
 3. Following communication with other schools, principals may dispose of any item worth less than \$500 and retain the money at their site in the appropriate account as designated by the Executive Director of Business Services.
 4. The Superintendent or designee may, upon request, distribute educational materials, textbooks, and supplementary materials no longer used to community based non-profit organizations, schools and educational organizations.

(continued)

5. Samples of textbooks that are to be disposed of should be sent to the Resource Room at Lindholm to be checked for resale value. If textbooks cannot be resold, arrangements will be made through department chairs for textbooks to be disposed of through procedures stated in III-B.
- B. Items having no resale value may be offered without cost to students, PTO/PTA organizations and/or other non-profit organizations, or disposed of by the most efficient method by the superintendent or his/her designee.

Adopted: March 12, 1986
Amended: May 13, 1987
December 8, 1993
March 11, 1998
December 13, 2000
January 10, 2007
Last Review Date: October 2006