

## Procedure - Disposal of Surplus Equipment and/or Materials

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

- A. The principal or department supervisor will use the district approved surplus form to submit a list of items for surplus consideration that shall include information regarding the item condition (good, fair, poor, non working).;
- B. A two week opportunity will be provided to other departments and/or buildings to acquire items from the list that still have usefulness. This list will be posted on an internal website and only supervisors will be able to claim items.;
- C. The remaining items listed will be sent to the school board for surplus approval, if required, and will be noted in the district inventory system(s) as appropriate..
- D. A value will be placed on the item(s) by staff members who are familiar with items of a similar nature. The value of the item will be the fair market value to the extent possible. The value of textbooks will be established as follows:

● <b>New Books Purchased During Current Term</b>	<b>Purchase Price</b>
● <b>Books 2 years old</b>	<b>80% of purchase price</b>
● <b>Books 3 years old</b>	<b>60% of purchase price</b>
● <b>Books 4 years old</b>	<b>40% of purchase price</b>
● <b>Books over 4 years old</b>	<b>20% of purchase price</b>

- E. A written notice will be posted in a newspaper of general circulation notifying the public of surplus items being declared. Interested public and private schools, who have requested to be notified, will be advised in writing of a thirty days period in which they will have an opportunity to digitally view and/or purchase the surplus item(s);
- F. The remaining item(s) will be disposed of in one of the following ways to get the highest return:
  - A. Listed online for purchase by the general public
  - B. Traded in or sold to appropriate resellers
  - C. Recycled
  - D. Donated to a non-profit
  - E. Given to Pre-K-12 students in need

Adoption Date: 8.21  
Classification:  
Revised Dates: