

- Procedure Number: 880
 - Procedure Name: Disposal of Equipment
 - Date of Original: 1993 05 12
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Disposal of Equipment**1. Declaration of Surplus**

- (a) The Secretary-Treasurer shall be responsible for determining if an asset is surplus and the means to be used for its disposal.
- (b) The Secretary-Treasurer shall refer to the Board for its consideration any land, buildings, or vehicles that are declared surplus.

An item may be declared surplus if:

- it is no longer in use in schools in the district because of changes in the curriculum, in regulations, or in board policy;
- it no longer meets educational specifications because of age or technological advances;
- it is incompatible with the new standard set by a standardization program;
- it is in need of repair, but the cost does not warrant repair;
- a decision has been made to replace the item because of an excessive loss of time required for repairs;

2. Method of Disposal

- (a) Assets may be disposed of by public sealed tender, public auction, fixed or variable price public sale, trade-in, private sale, or by scrapping.
 - (b) Any land, building, or vehicle or any item of estimated residual value greater than \$500 shall be referred to the Board, who shall determine the means of disposal and the price for which the asset will be offered for sale. It shall be finally disposed of only after approval by the Board of the actual amount to be received for the asset.
 - (c) In planning for the disposal of surplus assets the following factors shall be considered:
 - whether the potential gain accruing to the district will offset advertising and other related costs of a public sale, either by gender or by fixed price;
 - whether there is a sufficient volume and variety of assets to be disposed of to warrant an auction or other major public offering;
 - whether the amount offered on a trade-in reasonably represents the net recovery to the district under other means of disposal; and
 - whether the item has any significant residual value, and whether any market exists for it.
 - (d) Private sale of surplus items shall be restricted to those considered relatively valueless, 'one-of-a-kind' items with minimal value, items not in working
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condition and considered too expensive to repair, or items which have previously been offered for public disposal without success.

3. Record Keeping

The disposal must be documented to provide quantity, description of disposal, serial number, etc. Amount of proceeds from disposal, name of successful bidder, reason for disposal and date of acquisition, if known.

4. Funds Received

Funds from disposals are to be turned over to the Board Office.

5. Retention of Surplus Assets

Nothing in this policy or its regulations shall make it mandatory to dispose of surplus items where they may have some value to a local non-profit organization.