

POLICY GUIDE

Title: DISPOSITION OF
OBSOLETE MATERIALS

Adopted: January 16, 2012

Revised: _____

POLICY NO. 805 DISPOSITION OF OBSOLETE MATERIALS

There shall be an annual inventory of all property owned by the District with results filed with the Superintendent.

Surplus, unused and obsolete school property, referred to as "personal property", shall be evaluated, at least annually, for either further use by district employees or disposal.

A list of such property shall be compiled by the responsible administrator and distributed to all other administrators to determine whether or not another possible use exists.

The administrator responsible shall be the person who prepared the annual budget for the building for which the property was purchased and is now surplus, unused, or obsolete.

If personal property is to be transferred to another building for future use or storage, the transfer date, new school and property location in the building must be included on the property list.

If personal property is to be stored for more than two (2) years, the personal property list must contain a "used value" and the storage period (number of years).

- (1) Storage will normally be in the building where the item was used and space for this purpose must be readily available.
- (2) Anything valued at less than \$500.00 shall not be stored for longer than 2 years except when a written justification for a longer period is on file.
- (3) Items of zero value shall be stored only until the next disposal date.

Items marked for disposal shall be inspected by the Supervisor of Buildings and Grounds to determine possible salvage value of parts, materials, etc.

The School Board shall dispose of surplus, unused and obsolete personal property by conducting a public sale; that is by auction or sealed bid.

A public sale of personal property shall be performed in the following manner:

Items to be disposed of shall be cataloged and the "used value" listed on records kept by the responsible administrator shall help coordinate the terms and conditions of sale through his/her "sale committee" membership.

The teacher and/or administrator who wants to dispose of personal property shall assign the "used value."

Administrative review and approval shall be performed by the:

- (1) Business Manager and responsible administrator if the personal property is equipment or furniture or instructional material that was purchased and delivered directly to a classroom or office (e.g., desk, filing cabinet, teaching aid)
- (2) Supervisor of Buildings and Grounds and responsible administrator if the personal property was purchased and delivered to the user from the central supply warehouse and was used for either housekeeping or maintenance of buildings, grounds, and vehicles.

Surplus, unused and obsolete personal property shall be advertised for sale in the local newspaper.

The Business Manager shall form a sale committee that shall include the administrators who listed items for disposal.

The sale committee shall:

- (1) Decide whether the sale should be by public auction or sealed-bid.
- (2) Recommend the date and time of sale.

The conditions of sale shall be:

- (1) Items are sold "as is".
- (2) No items shall be presold by personal, phone or letter offers.

The Business Manager shall issue sale receipts when buyers submit payment for sealed-bid sale items.

The responsible administrator shall coordinate removal of "sold" items that have been purchased by sealed-bid when the item(s) is/are stored in his area of responsibility.

Surplus, unused, and obsolete personal property that remains after a public sale shall be offered to a school activity booster organization for possible sale in a fund-raising event.

The booster organizations interested in obtaining items that remain after the public sale shall submit their name to the Business Manager for inclusion on a list of interested organizations.

The interested organizations shall submit the name, address and telephone number of the person(s) who will coordinate storage and handling of this property within five (5) calendar days following School Board approval of sale results.

Acceptance by an organization requires removal of the property from school district premises within fourteen (14) days.

If more than one organization is interested, a drawing shall be held to decide who will be awarded the property.

Any unsold surplus, used and obsolete personal property that is not acceptable to a school activity booster organization shall be offered to a community charity acceptable to the superintendent (e.g., Goodwill Industries, etc.)

Director of Buildings & Grounds shall dispose of any remaining items as trash.

Building Principals shall direct custodians to dispose of items that can be safely handled by dumpsters.

School vehicles or a trash collector shall be used to haul any other leftovers to a junk yard or approved dump site as appropriate.

Note: This Policy replaces the previous Policy No. 805, "Retention of Records and Disposition of Obsolete Materials," which has been effectively repealed through adoption of this Policy.