

# CANON-MCMILLAN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: DISPOSAL OF SURPLUS  
PROPERTY

ADOPTED: October 19, 2009

REVISED:

	<p style="text-align: center;">706.1. DISPOSAL OF SURPLUS PROPERTY</p> <p>1. Purpose Unneeded surplus and obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding unnecessary handling and storage.</p> <p>2. Authority The Board directs that adequate property and inventory records be maintained on all land, buildings, and physical property under the control of the district.</p> <p>The Board directs that a complete inventory be maintained by physical count of all district-owned equipment. It further directs that property records be maintained of all buildings and grounds under the control of the district. Such records shall be updated annually.</p> <p>The sale, exchange, or disposition of any such property must receive prior authorization by the Board in accordance with the following policy. The district will strive to comply with any federal/state government regulations.</p> <p>When it has been determined that any real or personal property is obsolete or unneeded surplus and should be exchanged for other property, the Board authorizes that such property may be sold, exchanged or disposed of in accordance with the following provisions:</p> <ol style="list-style-type: none"> <li>1. The property is no longer required for its originally intended purpose.</li> <li>2. The property is considered out-of-date, obsolete, or in unusable condition.</li> <li>3. The property is in quantities exceeding any possibility of effective use by the Canon-McMillan School District.</li> </ol> <p>3. Definitions <b>Equipment</b> - refers to instructional and sports-related equipment as well as equipment related to food service, transportation, and the maintenance department. It includes but is not limited to production, recording, computing, printing, and laboratory equipment, kitchen appliances, utensils and tools, and maintenance equipment.</p>
--	--

<p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<p><b>Textbooks and Library Books</b> - include materials which are used as the basic source of information in any class or the library and may include literary works, collections of musical selections designed for instructional purposes, laboratory manuals, audiovisual materials and software. Textbooks can also be sample materials obtained from publishers.</p> <p><b>Supplementary Instructional Materials and Supplies</b> - are used to enrich the approved curriculum. They include but are not limited to workbooks, periodicals, audiovisual aids, and computer software. Instructional supplies are those used for instruction including paper, pencils, art, and sports-related supplies. Materials and supplies in kitchens, garages, and custodian offices include but are not limited to paper products, pots and pans, and cleaning supplies.</p> <p>Determination as to whether any of the stated criteria apply to property possessed by the Canon-McMillan School District shall be made by the Superintendent.</p> <p><u>Equipment</u></p> <p>Any supervisor may recommend the need to dispose of specific materials. Supervisors will submit a list of any equipment or supply items which they designate as unneeded, unusable, severely worn, obsolete, surplus, and/or unserviceable to the Technology Coordinator for technology-related equipment, Director of Transportation for transportation-related equipment, Athletic Director for sports-related equipment, or the Director of Buildings and Grounds for all other equipment. This information, if approved, will then go to the Assistant to the Superintendent's office for approval. The Assistant to the Superintendent then informs the Superintendent of such recommendation. After it is determined that those items cannot be used elsewhere in the district, the Superintendent will, on a periodic basis, submit a list of all such items to the Board to be considered for disposition.</p> <p><u>Textbooks</u></p> <p>Any supervisor may recommend the need to dispose of specific textbooks. Administrators will assess these curriculum requirements annually and submit a list of any textbooks which they designate as surplus to the Assistant to the Superintendent's office. The Assistant to the Superintendent informs the Superintendent of such recommendation. After it is determined that those items cannot be used elsewhere in the district, the Superintendent will submit a list to the Board to be considered for disposition.</p>
---	---

Disposal Methods

The Superintendent shall determine the means of disposing of obsolete or surplus property.

Disposal of items with an estimated value of \$1,000 or more shall require approval of the Board of Directors prior to disposal.

Some items have no sale value. Worthless items have no sale value and may be deposited in dumpsters, burned or hauled to a local dump or landfill after being approved for official disposition. The anticipated sale value of items is at the discretion of the Superintendent and the Board.

Items of some value may be disposed of in the following ways:

1. Public auction generally conducted by a licensed auctioneer.
2. Salvage scrap sold to local dealers.
3. Negotiated sale – normally used when disposing of items of substantial value.
4. Sealed bid or quotes based on the value of the item – normally used for items of substantial value or unique qualities.
5. Prepriced private or public sale – large quantities of obsolete or surplus furniture and equipment may be sold by this method.
6. Some items may have no sale value or the disposal cost exceeds the net worth. These items may be donated to charitable organizations, nonprofit organizations, governmental agencies, other schools, or otherwise discarded.
7. Used textbooks may be sold to dealers specializing in used textbooks.
8. Equipment being replaced may be traded in on new equipment as part of the purchase procedures.
9. Silent auction – obsolete or surplus equipment may be sold by this method.
10. Any other method deemed appropriate and authorized by the Board.

Canon-McMillan School District employees and related personnel may not receive or accept abandoned or disposed of property except that they may join with others in bidding for or in purchasing items to be sold or as otherwise permitted by the Board.

<p>SC 707, 708, 709</p>	<p>Funds received from the sale of outdated equipment, supplies, and textbooks shall be deposited in the district's general account. The disposition of outdated equipment and supplies shall be managed by the Director of Business and Finance, in cooperation with the Superintendent. All funds received shall be reported to the Board.</p> <p>Consumable materials such as workbooks and laboratory manuals may be disposed of at the discretion of the Superintendent when they are no longer of any value to the district and after other local education agencies and libraries have indicated that they do not want such materials.</p> <p><u>Real Estate</u></p> <p>The disposal of all real estate shall require approval of the Board of Directors and is regulated by the School Code, as well as all other laws or regulations governing the sale of land or buildings.</p> <p><u>Computers And Related Equipment</u></p> <p>Regarding disposition of computers and related equipment, the Assistant to the Superintendent and Technology Coordinator shall recommend a means of disposal to the Superintendent. The Superintendent is authorized to give final approval of disposition. Disposal may include dismantling for parts and/or recycling.</p> <p><u>Accountability Safeguards – Director Of Business And Finance</u></p> <p>It shall be the responsibility of the Director of Business and Finance to ensure that the disposal of obsolete or surplus property is in compliance with any applicable local, state, and federal laws, is in accordance with Board policy and procedures, and provides the maximum benefits possible to the school district. The Director of Business and Finance shall also ensure that proper internal controls are maintained regarding the sale of surplus property, that the transfer of accountabilities are supported by properly prepared and signed forms, and that all receipts are properly recorded.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 707, 708, 709</p>
-------------------------	--