

## **Management Support**

### **Disposal of Surplus Equipment and/or Materials Procedures**

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

1. The principal or department supervisor must complete a written "Request for Surplus/Transfer of Equipment", District Form 6881F1 or "Request for Surplus of Books", District Form 6881F2, for items to be considered for surplus, including rationale supporting surplus the items.
2. Such surplus equipment or books will be removed from the school or department and be delivered to a district storage holding facility in preparation for disposition. During this period, other departments and/or buildings will be given the opportunity to view and claim items being earmarked for surplus prior to their disposal.
3. An ad will be placed in a local newspaper of general circulation, and public and private schools will be advised in writing of a time period in which they have an opportunity to view and/or purchase the obsolete and/or surplus items prior to general public sale, at a depreciated cost or fair market value, whichever is greater. Texts will be valued based upon a depreciated scale.
4. Individual students will have an opportunity to view and/or purchase textbooks during a specific time allotted for students prior to public and private school preview and prior to a sale to the general public.
5. Thirty (30) days from the date of advertising, the remaining items will be made available for purchase by the general public in a manner consistent with state law. Such sale(s) may occur through public auctions or other services which provides the district with an overall cost effective and efficient means of disposition.
6. Items remaining after the sale for the general public may be recycled or destroyed.

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