

UNITED SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: DISPOSAL OF OBSOLETE/
OUTDATED EQUIPMENT

ADOPTED: August 14, 2012

REVISED:

706.1. DISPOSAL OF OBSOLETE/OUTDATED EQUIPMENT	
1. Purpose	The Board of School Directors requires all equipment and supplies that are obsolete, outdated or no longer required and not anticipated to be required in the future by the school district to be disposed of in an equitable manner and to maximize any revenue that may be realized in the disposition of the asset.
2. Authority	<p>The Superintendent or designee shall be authorized to dispose of obsolete, outdated, or unneeded equipment, after presenting a listing of such equipment for review by the Board. Equipment to be replaced may be traded in on new equipment as part of the purchase procedure.</p> <p>While the policy is intended to properly account for the disposal of equipment, it is not the intent to make the procedure so cumbersome as to cost the district more for the disposal of said equipment than what may be recovered from its sale.</p>
3. Guidelines	<p>The disposal of equipment, at the discretion of the Superintendent or designee, may be handled as follows:</p> <ol style="list-style-type: none"> 1. Sealed bids, item awarded to highest bidder. 2. Negotiated sale, if no bids received (Board approval). 3. School district Public Auction. 4. Neighboring school district Public Auction. 5. Sale to another school district that offers the highest price. 6. Use of internet sales method (i.e. e-Bay). 7. Gift*. 8. Scrap or Recycle**.

<p>4. Delegation of Responsibility</p>	<p>*Offering the equipment, as is, to municipal townships, governments and nonprofit organizations. The receiving organization agrees to transport equipment at their own cost from the district.</p> <p>**If the item has no material value, the item will be scrapped or recycled after any usable parts are salvaged.</p> <p><u>Textbooks</u></p> <p>Obsolete or outdated textbooks shall be disposed of in the following general priority:</p> <ol style="list-style-type: none">1. Placement in classrooms as supplemental materials.2. Sold to commercial used book purchasers by quotation.3. Sold to private schools by quotation.4. Donated to charitable organizations.5. Given to students as supplemental materials at home.6. Discarded. <p><u>Computers And Related Equipment</u></p> <p>Computer or electronic equipment that is deemed to have sensitive information stored on its hard drive or in memory will have those storage components destroyed. If this service is provided by a contractor, the district will require receipt of a certificate of destruction.</p> <p><u>Removal From District</u></p> <p>Under no circumstances are materials or equipment to be removed from the school district, whether discarded or considered surplus by the school district, without specific permission from the Superintendent or his/her designee.</p> <p>The Director of Finance or designee shall be responsible for maintaining records of all obsolete and surplus property disposed of during each fiscal year. This summary shall include quantity, description of property, method of disposition and value received.</p>
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706.1. DISPOSAL OF OBSOLETE/OUTDATED EQUIPMENT - Pg. 3

Certain obsolete or outdated supplies or equipment with an original value less than \$500 and no sales value may be disposed by the Superintendent or designee according to the guidelines above without a listing being provided to the Board of School Directors if the time spent producing the listing would be cumbersome and inefficient.

References:

School Code – 24 P.S. Sec. 510, 707, 708, 709, 807.1