

**ADMINISTRATIVE PROCEDURE**

**EQUIPMENT – Disposal or sale of surplus or obsolete equipment**

The Board will sell or dispose of surplus or obsolete equipment no longer required to accomplish the mission of the school system.

1. The building principal or the district director, whose budget was used to purchase the equipment, will inform the Treasurer of the desire to sell or dispose of the property.
2. The Treasurer shall provide periodically a listing of all property available for disposal to Admin Council. Any department or building which can use such equipment or supplies may request the material.
3. Those items not requested by other departments or buildings will be disposed of by using the following options:
  - a. The Treasurer, in consultation with the Superintendent, shall determine which items have resale value and select the appropriate method for resale (eBay, Garage sale, sealed bid).
  - b. Items having resale value shall be sold to either the highest bidder or the person willing to pay the established price, through either a sealed bid, garage sale or at e-Bay. The Treasurer shall establish procedures for the sale. All items for sale shall be advertised. E-Bay sales will be handled by an external agent.
  - c. Items may be offered without cost to charitable and civic organizations, or disposed of by the most efficient method with permission from the Superintendent or a designee. Electronic items must be recycled.
  - d. All proceeds from the sale of equipment or supplies shall be deposited in the District's appropriate fund.
  - e. The Treasurer shall maintain a list of all items disposed of either through sale or donation.

ADOPTED: October 11, 2012

REVIEWED: August 23, 2013