

**Authorization to  
Declare Property as  
Surplus**

The Superintendent or designee is authorized to declare District materials, equipment, furniture, books, pamphlets, and supplies, hereinafter referred to as “surplus property,” to be outdated or unusable and shall be disposed of in accordance with this policy and administrative regulations.

Nothing in this policy shall apply to real property.

Definitions

“Fair commercial market value” shall be defined for purposes of this policy to mean the “net value” of the surplus property when sold according to the provisions of this policy.

“Scrap costs” shall mean the cost to dispose of surplus property as refuse with a legally authorized company or entity that disposes of trash in compliance with governmental regulations, including, but not limited to, the staff time to prepare the surplus property for disposal, vehicle costs for transporting the surplus property, and the disposal service costs.

“Net value” shall mean the estimated revenue of the sale less the total cost, including all staff time, vehicle costs, and storage costs of preparing surplus property for sale.

Scrapping Surplus  
Property

If the net value, in the judgment of the Superintendent or designee is less than the cost to dispose of the goods by scrapping in a legal manner, including the cost of the dumpster services, staff time, and vehicle costs to facilitate the scrapping process, the surplus property may be scrapped in a legal manner.

Sensitive Data

Items containing potentially sensitive or protected electronic data that could potentially harm the District or its stakeholders if not disposed of or recycled according to specific and appropriate means shall be disposed of by sale or payment to vendors determined by the District to be qualified to dispose of or recycle the items in a manner so as to minimize the risk to the District or its stakeholders.

Hazardous  
Materials

Items containing materials that may be hazardous or known hazardous waste if not disposed of according to specific and appropriate means shall be disposed of by sale to vendors determined by the District to be qualified to dispose of or recycle the hazardous materials in a manner consistent with acceptable practices.

Federal Surplus

Items obtained as federal surplus shall be managed according to federal regulations.

Methods of  
Disposal

If the Superintendent or designee determines the net value of the property, other than surplus property containing materials that may be hazardous or known hazardous waste or potentially sensitive or protected electronic data, exceeds the scrap cost, the surplus

property shall be disposed of by one or more of the following methods:

1. By sealed bid after publication of an advertisement in a newspaper of general circulation at least one week prior to the closing of bids;
2. By public auction after publication of an advertisement in a newspaper of general circulation, unless the auction is to be conducted by a licensed auctioneer online, in which case, no publication is required; or
3. As otherwise provided in this policy.

The Board may approve a specific exception to this policy by vote at a legally called meeting.

**Library Books**

When library books become unusable and irreparable, a request for disposal shall be sent to the appropriate District supervisor by the principal. The supervisor of media and library services working the designated District administrator shall make the final determination as to the usability or disposal of books.

**Disposal via Trade or Donation**

Items that are to be replaced may be traded in for more useful items with the consent of the Superintendent or designee.

As permissible by law, the Superintendent is authorized to dispose of surplus property via donation for the benefit of a state agency or local government entity or a nonprofit group as defined and authorized by the Internal Revenue Service.

No District employee who declares surplus property to be in excess may purchase said property except when the surplus property is sold through a licensed auctioneering service where public competitive bidding for the surplus property exists.

**General Fund and Recordkeeping**

Monies collected for the sale of items under this policy shall be deposited in the general fund. A record of disposal and/or receipts from sales shall be maintained for audit purposes.