

Disposal of District Property

The Business Director will be notified prior to the disposal of property or materials that had a purchase price of \$2,000 or greater. The notification will include estimated value, purpose for disposal, and process for disposal. Obsolete equipment in the district shall be disposed in one of the following methods:

1. Surplus/Obsolete Equipment Sale

The district may conduct a surplus/obsolete equipment sale. The sale will include all items that the buildings have determined to be surplus/obsolete and which do not justify a special sale. All proceeds from this sale will be credited to a district sale of assets account unless a building or club actively participates in the sale.

2. Building Participation in a Special Sale

The building administrator or department director may request that a special sale be conducted when the value of the school equipment to be disposed of is over \$500. The Business Director shall work with the building administrator in conducting the sale. If the item being disposed of has been purchased with building funds, then the proceeds from the sale will be credited to the building.

3. Trade-in Allowance

The Business Director or designee may use the school equipment to be disposed of as a trade-in allowance on the purchase of new equipment. The Business Director or designee will maintain detailed records of equipment, value, and vendor of all such transactions.

4. Donation to a Public or Nonprofit Agency

Donations of school equipment are limited to only public and nonprofit agencies. All requests must be approved by the superintendent.

5. Sale to a Public Agency

School equipment subject to disposal may be sold directly to another public agency. All requests must be approved by the Business Director.

Items estimated by the Business Director to have a value of less than \$500 may be sold by the Business Director at prices estimated to be the market values of the items. All sales by the Business Director will be recorded by item, price and buyer.

School equipment with no perceived value as determined by the Business Director or designee may be disposed through the normal work order process. School equipment to be disposed of shall not be given to individuals or employees. Detailed records of all disposed items will be maintained.

School equipment acquired through federal or vocational funding may not be disposed of without district approval.