

Disposal of Equipment and Materials

Criteria for Recommending Disposal of Materials and Equipment

Materials and equipment may be recommended for disposal if they meet any one of the following criteria:

1. Irreparable condition;
2. Cost of repair is greater than the replacement cost of the object;
3. Obsolete in content, style or theme;
4. No longer serves the purpose or the program for which it was originally intended.

Categories for Recommending Disposal of Materials and Equipment

Following are categories which shall be assigned to all materials and equipment recommended for disposal.

Category I: No other source of disposal is available other than “physical destruction,” “discarding” or “giving away.”

Category II: The source of disposal is “financially advantageous” to the district.

Procedures for Disposal of District-Owned Property

When a school or department has equipment or materials for which it has no further use, the superintendent or his/her designee shall be notified by letter providing a full description, including serial number and any other identification marks. After the superintendent or his/her designee has inspected the equipment and determined the potential use in another school or department, the equipment or materials may be disposed of by one of the following methods:

1. If it appears there may be further service for the equipment or materials, it shall be moved to the district warehouse for disposition as follows:
 - a. Transferred to another school or department within the district;
 - b. Sold for the best offer;
 - c. Traded in on purchase of a similar item.
2. If it appears the equipment or materials would have no further use within the district, and is of no value, the disposal shall be as follows:

- a. Given to a nonprofit agency;
 - b. Destruction at the school, if possible;
 - c. Sold as scrap or junk;
 - d. Stripped of all identifying markings and moved to a public dump;
 - e. Textbooks will be disposed of as directed by the superintendent.
3. Surplus property received from the U.S. Government shall be disposed of in accordance with the rules set forth by the Surplus Property Agency. Usually, the approval of the State Education Agency for Surplus Property will be secured before disposal will be made.

Procedures for Recording Disposal of Materials and Equipment

The business office shall maintain a file on equipment that has been disposed for the past three years.

1. Equipment with purchase value of more than \$100 or having a serial number, shall be listed by nomenclature and serial number, where applicable, and a statement of service status.
2. Materials and equipment costing less than \$100 will be listed in groups and described generally.
3. The list shall be made available upon request by the Board.