

DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS

POLICY:

The Board of Directors has the authority to declare equipment, supplies, furniture, and other district personal property obsolete and/or surplus. The Superintendent shall establish procedures for their sale, trade, or disposal except that the Board must approve of any sales where:

- A. a single unit item has a current value in excess of \$800; and/or
- B. multiple items have a total unit value in excess of \$1,000.

Surplus or obsolete books or other reading materials shall be disposed of as follows:

- A. If the reading materials are estimated to have value as reading materials in excess of \$1,000, they shall be sold at a public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the district;
- B. If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of \$1,000 or less, the District may directly negotiate the sale of the reading materials to a public or private entity or donate materials to non-profit agencies, private schools, or other state agencies; or
- C. If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.

Prior to disposing of any surplus texts, other books, equipment, materials, or relocatable facilities, the Superintendent shall serve written notice in a newspaper of general circulation in the school district and to any public school district or private school in Washington State annually requesting such notice. All schools on the list shall be notified in writing of the materials and equipment that is available. The material or equipment shall be sold to any interested public or private school at its depreciated cost or fair market value,

whichever is greater. Students shall have priority in the purchase of texts. Disposition of such surplus property to parties other than public or private schools may take place thirty (30) days after written notice is served.

Funds derived from the rental, sale, or lease of student transportation equipment shall be placed into the Transportation Vehicle Fund. Funds derived from the sale of personal property shall be placed into the General Fund.

Disposition of surplus athletic uniforms shall be determined by the building principal and/or the athletic directors of each school. Individual schools may sell surplus uniforms to the general student body provided the sale is advertised in the school bulletin for a period of no less than five (5) days prior to the sale. Proceeds from the sale shall be placed into the ASB General Athletic Fund of the school. Uniforms that are viewed as having no value due to excessive wear may be discarded.

Legal References:

RCW 28A.335.060 Surplus school property, rental, lease, or use of--
Disposition of moneys received from

RCW 28A.335.090 Conveyance and acquisition of property--Management

RCW 28A.335.180 Surplus texts and other educational aids, notice of
availability--Student priority as to texts