

**BOARD POLICY: DISPOSAL OF SURPLUS ASSETS**

**5060**

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Building level and District administrators are authorized to request approval to dispose of surplus assets. Each request must be in writing to the Assistant Superintendent for Business Services/CSBO or his or her designee to assure compliance with this policy and the process described below. The Board of Education will be given reasonable notice as an information item before items are offered for sale.

Surplus assets may be disposed of using the process below, so long as such disposal is in the best interest of the District. The Assistant Superintendent for Business Services/CSBO will make the final determination.

**Priority for Disposal**

Subject to any existing contractual obligations, equipment in the District will be disposed of according to the following priorities:

- A. **Use in Another Department:** The asset may be used by another department within the District.
- B. **Used for Parts:** If an equivalent asset is in use in the district the asset may be used for parts to repair.
- C. **Trade-in or sale to dealer:** The asset may be traded in for a new item or sold to a dealer through a Request for Proposal process.
- D. **Public Auction:** A public auction may be conducted by the Director of Operations. Upon approval from the Assistant Superintendent for Business Services/CSBO, the Director of Operations will contact the requester to:
  - o Set the duration of the auction (standard time frame is 7 days);
  - o Determine lowest acceptable bid (usually this is a dealer trade-in price or other similar value);
  - o Obtain a description of the item.
- E. **Sale via Request for Bid:** Multiple bids for purchase and recycling may be solicited from various vendors through a formal Request for Bid process, and the highest acceptable offer may be accepted.
- F. **Donation:** If the asset cannot be disposed of for monetary value or used elsewhere in the district the asset may be offered as a donation to a not-for-profit organization approved by the Assistant Superintendent for Business Services/CSBO. Other types of recipients for donation may be considered depending on the type and value of the asset.

- G. **Junk:** If the Assistant Superintendent for Business Services/CSBO deems that the fair market value of the asset is not significant enough to warrant sale and all other methods of disposal are unsuccessful, the surplus asset may be recycled or otherwise disposed of.

The Assistant Superintendent for Business Services/CSBO and Director of Operations, their assistants, and any staff member involved in determining the lowest acceptable bid on a surplus asset are not eligible to submit bids on that asset.

Board Policy 5060 provides for the ability to dispose of surplus assets through an identified process. Building level and District administrators may request approval to dispose of surplus assets through completion of this form. Completed forms should be returned to the Assistant Superintendent for Business Services / CSBO for approval prior to disposing of any surplus assets. Please Note: A separate form should be completed for each type of surplus asset; a single form can be used for the disposal of multiple like assets.

### Description of Asset

Description of Asset(s): \_\_\_\_\_

Qty. of Like Asset(s): \_\_\_\_\_

Estimated Age of Asset(s): \_\_\_\_\_

Location(s) of Like Asset(s): \_\_\_\_\_

Valuation Method:

Auction Database    Market Value    Other: \_\_\_\_\_

Reason for Disposal:

Asset is Broken or Damaged    Replacement Parts No Longer Available

Asset is Obsolete    Other: \_\_\_\_\_

Asset Tag Number(s): \_\_\_\_\_

### Proposed Method of Disposal (Number Reflects Priority Order)

(1) Used in Another Department    (2) Used for Parts    (3) Trade-In or Sale to Dealer    (4) Public Auction

(5) Sale via Request for Bid    (6) Donation    (7) Junk

### Submitted for Consideration

Requestor

(Print/Type Name): \_\_\_\_\_

Date: \_\_\_\_\_

Associate Principal: \_\_\_\_\_

Date: \_\_\_\_\_

*For Business Services Department Use*

Approved Method of Disposal: \_\_\_\_\_

Trade-In, Sale, Auction, Bid Information: \_\_\_\_\_

If sold, Amount of Sale: \_\_\_\_\_

Revenue Account: \_\_\_\_\_

If sold, Purchaser Name: \_\_\_\_\_

### Approval

Business Services  
Administrator: \_\_\_\_\_

Date: \_\_\_\_\_