

Disposal of Surplus Equipment and/or Materials

The procedure to surplus equipment, supplies, furniture and other district property are as follows:

A. The responsible administrator shall supply a written rationale using at least one of the following to support the surplus of the item(s) to the superintendent's office.

- 1) obsolete?
- 2) is the item not economically feasible to maintain or repair (garbage)?
- 3) is it no longer needed and/or required?

The following information also needs to be submitted:

- 1) Picture of surplus item or items.
- 2) Date of availability of item or items.
- 3) Where the product is located (location in building/teachers name/room, etc).

B. All other departments and/or buildings shall have the opportunity to view the item during an established two-week period.

C. If the item is not internally claimed during the two-week period, a value shall be placed on the item by two staff members who are familiar with items of a similar nature.

Surplus texts and other educational aids - see RCW 28A.335.180

D. Interested public and private schools shall be advised in writing that the items will be available for an established 30 day period in which they shall have an opportunity to view and/or purchase the surplus item.

E. The remaining item shall be available for purchase by the general public for an established 30 day period. After the 30 day period, items will be available until disposed of.

F. The district shall publicize this sale which shall be open to the general public.

G. Employees will be allowed to purchase surplus materials/equipment in the same method as presented to the general public.

H. The superintendent shall specify the nature and conduct of any sale of property which exceeds the limits specified in policy 6881.

Last Reviewed: 11/2019