

## Disposal of Surplus Assets

### Section A - Introduction

Building level and district administrators are authorized to request approval to dispose of surplus assets. Each request must be in writing to the chief school business official or 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 (i.e., before reaching the third priority listed in Section B below).

Surplus assets may be disposed of using the process below, so long as such disposal is in the best interest of the district. The chief school business official will make the final determination.

### Section B - Priority for Disposal

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

1. Use in another department: The asset may be used by another department within the district.
2. Used for parts: If an equivalent asset is in use in the district, the asset may be used for parts to repair.
3. 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.
4. Public auction: A public auction may be conducted by the director of operations of the district. Upon approval from the chief school business official, the director of operations will:
  - a. Set the duration of the auction (standard time frame is 7 days);
  - b. Determine lowest acceptable bid (usually this is a dealer trade-in price or other similar value);
  - c. Obtain a description of the item.
5. 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 will be accepted.
6. 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 chief school business official.
7. Junk: If the chief school business official deems the fair market value of the asset as 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 chief school business official and any staff member involved in determining the lowest acceptable bid on a surplus asset are not eligible to submit bids on that asset.

Approved: November 13, 2017  
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