

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 7251 P-1

SALE/DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS

The procedures for the sale/disposal of obsolete and/or surplus equipment, supplies, furniture, and other district personal property are as follows:

- A. During the months of March and November the principal or program director shall develop a list of potential surplus items with a written rationale which supports the obsolescence of the items. The items shall have a value placed on them by two staff members who are familiar with items of a similar nature. The principal/director will review these estimates and determine if changes are necessary. The value of textbooks and library books shall be established as follows:

Less than 1 year old	100%
1 - 2 years old	80%
2 - 3 years old	60%
3 - 4 years old	40%
4 - 5 years old	20%
Over 5 years old	Fair market price

- B. The list of potential surplus items will be forwarded to the assistant superintendent for business and support services for review. The assistant superintendent for business and support services will subsequently forward an approved list to the principals and/or program directors who shall have the opportunity to view the items during a two-week period. The business office shall be notified of all transferred items via the Transfer Form (Attachment 1) and shall then remove them from the potential surplus list. Principals/Program Directors will ensure that the building inventory is revised accordingly.
- C. The principal or program director will ensure that each item or boxes of items is tagged as follows: S for spring, W for winter and year, ie. S08 for spring 2008 and W09 for winter 2009.
- D. Work orders will be submitted by the business office requesting surplus items to be picked up by the maintenance department within 30 days. Maintenance will be responsible for checking off all items from each building's list and revising if there are any discrepancies. If the physical inventory doesn't match the surplus list then the building administrator's signature is required for any adjustments made before maintenance will take it to the warehouse.

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- E. The director of facilities will notify the business office after all surplus items have arrived at the warehouse and the final list will be prepared for board approval. The superintendent will recommend to the board of directors at the April and December board meetings, that the list of items submitted during the interim be declared surplus.
- F. Following board action, prior to disposing of any surplus texts, other books, equipment, instructional materials or relocatable facilities, the superintendent shall serve written notice in a newspaper of general circulation in the school district and to any 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.
- G. No surplus, equipment, supplies, furniture, and other district personal property shall be sold, rented, or leased to any person, firm, organization, or non-governmental agency for at least thirty (30) days after written notice is served.
- H. Following the thirty (30) day waiting period, the business office will notify maintenance whether the items declared surplus have been requested by any public or private school. If they have not, the director of facilities will then dispose of items according to the following procedures:
1. 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 to the public or private entity submitting the highest reasonable bid following publication of notice 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 reading materials to a public or private entity.
 - 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.

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2. Remaining surplus equipment and/or materials shall be disposed of as follows:
 - a. Remaining items shall be available for purchase by the general public.
 - b. The district shall solicit bids from the public in a notice in a newspaper with a general circulation in the district.
 - c. Items left unsold shall be sold, donated for recycling, or destroyed.

Implemented	03-13-85
Revised	02-06-89
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