M O U N T D I A B L O U N I F I E D S C H O O L D I S T R I C T

Administrative Procedures For Disposal Of Surplus And Obsolete Equipment

Policy 3544

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1. **Property declared surplus may be disposed of by the Purchasing Department by using one of the following methods:**

   a. Prior to disposal, the Board of Education must approve equipment declared as surplus.

   b. Advertise for Sale (Education Code 17545).

   c. Sell without advertising if value is less than $2,500 (Education Code 17540).

   d. Sell to other public agencies.

   e. Donate to public agency or non-profit organization.

   f. Discard in the most economic way.

2. **Sale of Property under Education Code 17545:**

   a. Obtain board approval for the sale of surplus and/or obsolete equipment that are no longer required for school purposes or should be disposed of for the purposes of replacement or if it is unsatisfactory of not suitable for school use.

   b. Post notice of sale in at least three public places in the District for not less than two weeks or by publication for at least once a week for a period of not less than two weeks in a newspaper having general circulation in the District.

   c. The board shall award the sell to the highest responsible bidder.

3. **Public Auction under Education Code 17545 (a)**

   a. The Director of Purchasing shall obtain approval from the Board of Education to sell District property by means of a public auction to be conducted by employees of the District or other public agencies or by contract with a private auction firm.

   b. Notice of public auction sale shall be posted in accordance with Education Code 17545(a).

   c. The Director of Purchasing shall transfer the property to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

4. **Private sale of property under Education Code 17546**

   A private sale without advertising shall be authorized by the Board of Education under the following conditions.

a. The property, whether one or more items, does not exceed in value the sum of $2,500.00.

b. Any item or items of property having previously been offered for sale pursuant to Education Code 17546, but for which no qualified bid was received.

c. If the property is of insufficient value to defray the cost of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board of the property may be disposed of in the local public dump.

5. Website Posting

The District may sell surplus property by public auction over the Internet as long as the applicable public notice requirements are met, and that public notice should not be limited to posting on a website. A district may post items on an Internet website for sale or donation to other governmental entities.

6. Deposit of money (Education Code 17547)

The money received from the sale shall be credited to the fund from which the original expenditure was made or in the general reserve fund of the district.

7. Disposition and Removal procedures from MDUSD Sites

a. The MDUSD user departments shall complete the MDUSD General Pick Up and Delivery Form along with the Excess and Surplus Equipment Disposition forms and send to the Warehouse for distribution or disposal.

b. The MDUSD user department shall notify the Purchasing Department of any equipment that is no longer needed.

8. Attachments

a. General Pick up and Delivery Form b
Excess Equipment/Furniture List
c. Surplus Equipment/Furniture List
d. Material Maintenance Information

Procedure for Sale and Disposal of Equipment, Supplies and Personal Property.

All disposal of district owned property, regardless of cost or value, requires prior written approval of the site administrator and/or the Fixed Assets Manger. This can be accomplished by submitting the General Pick-Up and delivery Form to the warehouse. (BP 3440 a)

All transfer of all items between sites should be agreed to by site managers at both sites. Help in moving these items can be requested via the General Pick up and Delivery Form. Any temporary transfers of items which are to exceed thirty (30) days are considered permanent and to be reported. (BP 3440 b)

Items with an original cost over $500.00 shall not be disposed of unless approved by the site administrator and or the Fixed Assets Manager. Items that originally cost less than $500.00 may be disposed of locally at the discretion of the site administrator. Records must be kept documenting the details of the disposal. Under no circumstances are items to be given away or sold to students, staff or others. (BP 3440 b)

Items surplus to the site that have value (Excess Equipment) to the district are to be transferred to a central location for evaluation and disposition. Surplus items will be moved from the site as time permits upon request via the General Pick Up/Delivery Form to the Central Warehouse. Under no circumstances are items to be given away or sold to students, staff or others. Information related to functional surplus or excess items that may be available for your use can be obtained from the Purchasing/Warehouse Department.

To facilitate moving, please summarize the quantity and description of what has to be moved the ***General Pickup/Delivery Form.***

If disposing furniture or equipment, please complete the attached ***Surplus Equipment/Furniture List*** *with as much information as possible, such as: MDUSD tag numbers, serial numbers and description of items where the original cost was over $500.00.*

If moving equipment of value over $500.00 to warehouse or between sites, please complete the attached ***Excess Equipment/Furniture List*** *including the MDUSD tag numbers, serial numbers and descriptions.*

MT DIABLO UNIFIED SCHOOL DISTRICT
GENERAL PICK-UP/DELIVERY FORM

Return this form to the Warehouse CC: To Purchasing Department

SITE/DEPARTMENT: _____

LOCATION OF ITEMS AT SITE: _____

REQUESTOR: _____ **PHONE/EXT:** _____
(Please print name)

ACTION REQUESTED	**INFORMATION**
( ) Request to move to District Warehouse	( ) Property has been stolen. A police report has been filed.
( ) Please omit from inventory	( ) Equipment/Furniture is available for reassignment
( ) Please move to new location & update inventory Move to: _____ Location: _____ Contact: _____ Phone or Ext: _____	( ) Equipment/Furniture is available for disposal

Comment: _____

QUANTITY	ITEM DESCRIPTION

Signature of Site Administrator: _____ **Date:**_____

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Mt. Diablo Unified School District

EXCESS EQUIPMENT/FURNITURE LIST

Return this form to the Warehouse CC: To Purchasing Department

From: _____ _____

Requested by (please print) Date

Location: _____ _____

Site/School/Department Room # (if applicable)

Ext. or phone number: _____

Please Print Clearly

Qty	Item	Serial Number	MDUSD Tag Number	Dollar Value

Signature of Site Administrator: _____ **Date:**_____

Mt. Diablo Unified School District

SURPLUS EQUIPMENT/FURNITURE LIST

Return this form to the Warehouse CC: To Purchasing Department

From: _____ _____

Requested by (please print) Date

Location: _____ _____

Site/School/Department Room # (if applicable)

Ext. or phone number: _____

Please Print Clearly

Qty	Item	Serial Number	MDUSD Tag Number	Dollar Value

Signature of Site Administrator: _____ **Date:**_____

Mt. Diablo Unified School District

MATERIAL MANAGEMENT INFORMATION

Class	*Description*	*Gain/ Loss*	*Disposal Method*	*Responsibility*	*Comments*	*Requires Board Approval*	*Notes*
EXCESS	Excess property no longer needed by one department and may be used in another department. Items such as chairs, desks, vehicles, test equipment, office machines, computers, etc. are considered excess	Gain – Value Savings	Redistribution, Trade-Ins	Purchasing/Warehouse	Excess retagged for future distribution	Yes __ No_**X**	
SURPLUS	Property that is no longer needed and would include all excess assets and materials other than items that would be typically disposed of in a wastebasket	Gain – Revenue	Auctions, Sealed Bids, Spot Sales	Purchasing Warehouse	Equipment no longer used by MDUSD is no longer needed	Yes _**X** No_	MDUSD to I.D. Equipment Note: If the original value was $500 or more – no bid.
Instructional Materials	Considered Surplus or obsolete when they contain information rendered inaccurate or incomplete-Are replaced by more recent versions or editions-Contain demeaning, stereotyping or patronizing references to sex, race, ethnicity, etc… Are damaged beyond use or despair	Loss-Cost	Donate Dumpster	Purchasing/Warehouse	Textbooks and other instructional materials no longer needed by MDUSD	Yes__ No_**X**__	
SCRAP	Surplus Material, such as metal pieces, broken component parts or inoperable equipment, which has no utility value in its present state. Metal scraps from large jobs, brass valves, copper wire and all other metals.	Gain - Revenue	Recycle	Maintenance and Operations	All metals sold for scrap	Yes __ No_**X**	No Bid.
TRASH	All other items that are not classified as either excess, surplus, or scrap	Loss – Cost	Dumpster	Maintenance and Operations	Coordination with MDUSD and Custodial Staff. Coordination with Business Office	Yes __ No_**X**	Items will be discarded after all other methods fail to present a satisfactory disposal.