

DISPOSAL OF SURPLUS EQUIPMENT AND / OR MATERIALS: 6881

It shall be the policy of the District to ensure that the disposal of obsolete or surplus property, other than real property, is in compliance with any applicable local, state, and federal laws; is in accordance with District policy; and provides the maximum benefit possible to the District.

The Superintendent or designee shall determine whether any District-owned property, other than real property such as land and permanent buildings, is surplus to District requirements. The Superintendent or designee shall develop and carry out procedures in accordance with state law for the disposal of surplus property through transfer, sale, auction, sealed bids, donations or destruction.

Equipment, supplies, furniture, or other District personal property which is damaged beyond economic repair, unusable and/or unsafe for use as determined by the Superintendent or designee can be disposed of or destroyed in the most economically yet ecologically sound method with the best interest of the District in mind. This procedure does not apply to items on the fixed asset inventory, facilities or real property.

At no time is an employee to take any District supplies, parts or equipment of any kind from District property, whether broken, obsolete, surplus, or unusable for personal use, resale or for donation purposes without prior written authorization from the Superintendent or designee.

The sale of real property such as land and permanent buildings shall be disposed of according to RCW 28A.335.090 and RCW 28A.335.120. Funds derived from the rental, sale or lease of student transportation equipment shall be placed into the transportation vehicle fund. Funds derived from the sale of personal property shall be placed into the general fund.

Cross References: Administrative Policy – 6878 Loans of School-Owned Equipment
Administrative Policy – 6882 Sale of Real Property

Legal References: RCW 28A.320.230(2) Instructional materials–Instructional materials committee –Establish a depreciation scale for books
RCW 28A.335.060 Surplus school property–Rental, lease or use of–Disposition of moneys received from
RCW 28A.335.090 Conveyance and acquisition of property–Management–Appraisal
RCW 28A.335.180 Surplus texts and other educational aids, notice of availability–Student priority as to texts
RCW 28A.335.205 Assistive devices–Transfer for benefit of children with disabilities–Record, inventory
RCW 39.33.070 School districts and libraries–Disposal of obsolete or surplus reading materials–Procedures
WAC 392-142-255 Deposit of payments in transportation vehicle fund