



PROCEDURE - DISPOSAL OF SURPLUS EQUIPMENT and/or MATERIALS

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

1. The responsible administrator will submit a written rationale to the M&O warehouse which supports the obsolescence of the item.
2. All other departments and/or buildings will have the opportunity to view the item during a two-day period. Notification of the available item will be posted on the Districts' internal website.
3. If the item is not internally claimed during the two-day period, a value will be placed on the item by two staff members who are familiar with items of similar nature. If the item is deemed to have no value, an Asset "Zero Value" Authorization Form should be completed and submitted to M&O. Once received, the item can be disposed of immediately.
4. Interested public and private schools will be advised in writing of a two-day period in which they will have an opportunity to view and/or purchase the obsolete and/or surplus item.
5. The remaining item will be available for purchase by the general public, with priority for purchasing going to students.
6. The district will publicize this sale which will be open to the general public thirty days (30) after written notice is served.
7. The board of directors will specify the nature and conduct of any sale of property which exceeds the limits specified in policy 6881.

Legal References: RCW 28A.335.180