LENAPE TECHNICAL SCHOOL

SECTION: PROPERTY

TITLE: DISPOSAL OF SCHOOL PROPERTY

ADOPTED: March 18, 2021

REVISED:

	711. DISPOSAL OF SCHOOL PROPERTY
1. PURPOSE	It is Board policy that resources including equipment, vehicles, textbooks, library books, instructional materials and supplies, sports-related equipment and supplies, food products, equipment and supplies, transportation and maintenance equipment which are deemed to be unneeded, unusable, and/or obsolete shall be quickly and efficiently disposed of as follows:
2. AUTHORITY	When it has been determined by the Joint Operating Committee that any equipment is obsolete or unneeded, the Joint Operating Committee authorizes that such equipment may be sold, exchanged, or disposed of in accordance with any of the following provisions: ➢ The equipment is no longer required for its originally intended purpose. ➢ The equipment is considered out-of-date, obsolete, or in unusable condition. ➢ The equipment is in quantities exceeding any possibility of effective use by the school.
3. DEFINITIONS	Equipment – Refers to instructional and sports related equipment, as well as equipment related to food service, transportation, and the maintenance department. It includes, but is not limited to, production, recording, computing, printing, and lab/shop equipment, kitchen appliances, utensils, tools, and maintenance equipment. Textbooks and Library Books – Include materials which are used as the basic source of information in any class or the library, and may include literary works, lab/shop manuals, audio visual materials, and software. Supplementary Instructional Materials and Supplies – Are used to enrich the approved curriculum. They include, but are not limited to, workbooks, periodicals, audio visual aids, and computer software. Instructional supplies are those used for instruction, including paper, pencils, art supplies, and sports related supplies. Materials and supplies in kitchens, garages, and custodial offices include, but are not limited to, paper products, pots and pans, and cleaning supplies.

4. DELEGATION OF RESPONSIBILITY	➢ Any employee may recommend to the Administrative Director the need to dispose of specific materials. ➢ The employee completes the attached disposal request form and submits it to the Administrative Director. ➢ The Director reviews the request with the administrative staff to insure that there is no use for the material within the school. ➢ The Director places action on the Joint Operating Committee meeting agenda with appropriate back-up documentation to dispose of the material. ➢ Any item to be disposed of that is less than $100 in value may be disposed of in any manner by the Administrative Director without prior Joint Operating Committee approval. ➢ The Joint Operating Committee decides whether to declare the material unusable, obsolete, or unneeded and determines a disposition method from the following lists:
5. GUIDELINES	Items of some value may be disposed of in the following ways: ➢ Public Auction – generally conducted by a licensed auctioneer. ➢ Salvage – scrap sold to local dealers. ➢ Negotiated Sale – normally used when disposing of items of substantial value. ➢ Sealed Bid – normally used for items of substantial value or unique qualities. ➢ Pre-Priced Sale – large quantities of obsolete, or surplus equipment may be sold by this method. ➢ Some items may have no sale value, or disposal cost exceeds the net worth. These items may be donated to charitable organizations, other schools, or otherwise discarded. ➢ Used textbooks may be sold to dealers specializing in used textbooks. In the event that used textbooks are of no value, they may be given to a recycling center. ➢ Equipment being replaced may be traded in on new equipment as part of the purchase procedure. Lenape Area Vocational Technical School employees and related personnel may not receive or accept abandoned or disposed of property, except that they may join with others in bidding for items to be sold.

711. Property – DISPOSAL OF SCHOOL PROPERTY

Name of Staff Member requesting sale or disposal:

Print _____ Signature _____ Date _____

	Item #1	Item #2	Item #3
Quantity			
Description			
Approximate Value			
Reason for Disposal			
Suggested Method			
Location			
Lenape Bar Code			

For Office Use Only

_____Approved _____ Disapproved _____ _____
Director / Designee's Signature Date

_____Approved _____ Disapproved _____ _____
Board Secretary's Signature Date

Person Assigned to Disposal of Equipment: _____

Person or Company Receiving Item: _____

Money received (if applicable): _____ Date:_____