



## Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
6000	Fiscal Management Goals	Regulation
Policy	Policy Title	
6900-R	Disposal of District Property Regulation	

### Surplus Property Procedures

Surplus property is defined as property that is either no longer in use or for which there is no further plan for use. It includes all tangible assets such as equipment, materials, supplies, furniture and vehicles that are owned by Central Islip School District. Real Property is excluded from this program.

Any hazardous substances (chemical, biological, etc.) will not be considered surplus property. The removal/disposal of hazardous materials will not require the approval of the Business Office.

Transfer of surplus property to any employees, officers or elected official for their private use is prohibited.

Building Administrators and Support Staff Supervisors are responsible for identifying Property in their building that are no longer used by, or of use to, the school and are deemed surplus property. Building Administrators and Support Staff Supervisors will adhere to the following procedures to request the disposal of school district property.

- The Principal or Department Head will complete the Request to Dispose of Fixed Asset Form to the Business Office.
- The Business Office will survey other buildings to determine if there is an interest in the item(s).
- If other buildings within the district are not interested in the item(s), the Business Office will send a list of all items to be disposed of to the Board of Education.

After permission is received from the Board of Education to dispose of the property, the Business Office will sell, lease or donate the surplus

property. Items that cannot be sold will be discarded through the school district's normal waste removal process.

- Inventory tags shall be removed from equipment before disposition. All items shall remain in the district's Fixed Asset Inventory System after disposition but the appropriate field shall indicate that the item is no longer District property.
- All computer equipment being released must be cleared by the IT Department to ensure that the hard drive has been cleared of privileged information, software and documents.

All funds received from the sale of surplus property will be deposited into the General Fund.

### **Disposition of Assets Purchased from Grants**

Please contact the Grants Office before disposing of items purchased with grant funds. There are specific provisions in the law which covers the disposition and transfer of ownership of items purchased using grant funds.

November 10, 2014