

## **DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS**

The board has the authority to declare equipment, supplies, furniture and other district personal property obsolete and/or surplus. The superintendent shall establish procedures for their sale, trade or disposal except that the board must approve of any sales where:

- A. A single unit item has a current value in excess of \$500.00; and/or
- B. Multiple items have a total unit value in excess of \$1,000.

Surplus or obsolete books or other reading materials shall be disposed of as follows:

- A. If the reading materials are estimated to have value as reading materials in excess of \$1,000, they shall be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the district;
- B. If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of \$1,000 or less, the district may directly negotiate the sale of the reading materials to a public or private entity; or
- C. If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.

Prior to disposing of any surplus texts, other books, equipment, materials or relocatable facilities, the superintendent shall serve written notice in a newspaper of general circulation in the school district and to any public school district or private school in Washington state annually requesting such notice. All schools on the list shall be notified in writing of the materials and equipment that is available. The material or equipment shall be sold to any interested public or private school at its depreciated cost or fair market value, whichever is greater. Students shall have priority in the purchase of texts. Disposition of such surplus property to parties other than public or private schools may take place thirty days after written notice is served.

The preceding notice requirements do not apply to the loan, lease, sale or transfer of assistive devices for the use or benefit of children with disabilities, their parents, or any public or private nonprofit agency providing education, health or rehabilitation services to individuals with disabilities. Such devices do not need to be declared surplus. The sale or transfer of such devices shall be recorded and based on the item's depreciated value. The district shall establish and maintain an inventory of assistive technology devices whose value exceeds \$100, and for each device shall establish a value that shall be adjusted annually to reflect depreciation.



**Disposal of Surplus Equipment and/or Materials**

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other district personal property are as follows:

- A The principal or department supervisor shall supply a written list of surplus items.
- B All other departments and/or buildings shall have the opportunity to view the item during a two-week period.
- C If the item is not claimed during the two-week period, a value shall be placed on the item by two staff members who are familiar with items of a similar nature. The value of textbooks shall be established as follows:

**New Books Purchased During Current Term  
Full Cost**

Books	2 years old	80%
	3 years old	60%
	4 years old	40%
	over 4 years old	20%

- D Interested public and private schools shall be advised in writing of a two-day period in which they shall have an opportunity to view and/or purchase the obsolete and/or surplus item.
- E The remaining item shall be available for purchase by the general public.
- F The district shall publicize this sale which shall be open to the general public.
- G Items not purchased will be discarded by the School District.

**Date: September 28, 1999**