

Tumwater School District Procedures

DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS

The following procedures shall be used in the disposal of equipment, supplies, furniture and other district personal property which is absolute or surplus:

1. Items proposed by principals or classified staff supervisors for disposal shall be listed by category and presented as follows to the Buildings & Grounds Supervisor for evaluation.
 - A. Propose list of items for review by supervisor.
 - B. Items approved by supervisor then listed and circulated to other buildings, with notice of time, date and place for inspection by anyone interested in using them in another building. (This is not for personal purchase; just building program use.) If the items are textbooks, notice should go to students indicating they may view and purchase.
 - C. Items ordered by staff or students are then delivered to the appropriate location.
 - D. Items remaining are then listed and prepared for declaration as surplus.
2. Following the initial evaluation, items determined as eligible for disposal shall be presented to the school board for declaration as surplus.
3. Items declared by the school board as surplus and not purchased by student shall be suitably advertised for sale by the district as required by the law and the district policy. The notice shall be sent to any public school district or private schools who request it. The notice shall include a list of available items, minimum bids acceptable where such requirement is deemed to be in the best interests of the district, method by which quotations will be accepted, a date and location for examination of items for sale, the date upon which acceptance or rejection of quotations will occur, and a timetable for the purchaser to remove the surplus items.
4. Surplus items will be sold to the person or persons offering the highest responsible quotation in line with the requirements established for an individual sale.
5. If no quotations are received or if none of the quotations are deemed to be acceptable, the superintendent or designee may arrange for other disposal of the surplus items.

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 other personal property shall be placed into the general fund.