

## **PROPERTY AND DATA MANAGEMENT**

### **Disposal of Surplus Equipment and Materials**

Furniture, miscellaneous equipment, books and other supplies that have outlived their usefulness or are damaged beyond repair shall be processed for disposal in accordance with state law via the district surplus program. Overall coordination and management of this process is the responsibility of the district warehouse.

The warehouse facilities manager will forward specific recommendations for the sale, trade, or disposal of surplus property to the Board of Directors for approval. Surplus materials deemed to be damaged beyond repair or of no value by the warehouse manager may be destroyed or recycled.

Prior to providing a recommendation for the disposal of surplus books, equipment or material that would be of obvious value to other district users, warehouse staff will provide potential users with written notification that this material is available for no cost internal redistribution. In the case of computer equipment, this notification will be the responsibility of the Information Technology Department.

Revised: May 23, 2024