



ASSET DELETION FORM

DISPOSAL OF BROKEN/SURPLUS/OBSOLETE DISTRICT PROPERTY

Request for Disposal & Asset Deletion:

Asset Tag #: _____

Description: _____

Model: _____

Serial #: _____

Manufacturer: _____

Building: _____

Room: _____

Reason for Deletion: _____ **Broken**
_____ **Obsolete:** _____ **Dispose*** _____ **Sell***
_____ **Surplus:** _____ **Dispose*** _____ **Sell***

If surplus, provide a brief explanation _____

Technology: ___ Yes ___ No

If technology, please initial certifying that all sensitive data has been removed from the hard drive/system. _____

Requested by _____ **Date** _____

Please submit completed forms to Jeannie Keane in Purchasing, Betty Ann Napolitano & Lisa Rutkoske. Once Board of Education approves, you will be notified and should then remove all asset tags and forward to Jeannie Keane in the Business office.

For Business Office use only:

Capitalize: ___ Yes ___ No

Acquisition: Date _____ **Cost:** _____

Fund: ___ General ___ Special Aid ___ Capital

Date of Board of Education Approval for Disposal (Deletion Date): _____ *(resolution attached)*

*Per Board Policy 6900

- Dispose of obsolete or surplus equipment and supplies must be in a reasonable manner.
- Proceeds of such sales will be deposited in the appropriate general fund account and will not be considered as belonging to any particular school.
- The School District may not sell School District-owned property to any employee, even though said property may be declared surplus, for any reason whatsoever, unless the purchase is the result of the public bid. At a public sale, the general public, as well as staff members who are not Board of Education members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials.
- Any surplus items that remain unsold may be sold for scrap for the best obtainable amount, donated, or discard in the safest, least expensive manner.

POLICY # 6900 DISPOSAL OF BROKEN/SURPLUS/OBSOLETE DISTRICT PROPERTY

School districts are authorized to dispose of outdated and obsolete property, including textbooks, as well as property which has been badly damaged, or in other ways made unusable.

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Determinations shall be made of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the School District.

Once approved by the Board of Education, the Assistant Superintendent for Business shall be authorized to dispose of obsolete or surplus equipment and supplies in a reasonable manner.

Outdated and unused School District-owned property may be sold upon recommendation of the Superintendent of Schools and the approval of the Board of Education. Such sales need not be on a bid basis. However, prices received will be commensurate with the item's real value. Proceeds of such sales will be deposited in the appropriate general fund account and will not be considered as belonging to any particular school.

The School District may not sell School District-owned property to any employee, even though said property may be declared surplus, for any reason whatsoever, unless the purchase is the result of the public bid. At a public sale, the general public, as well as staff members who are not Board of Education members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials.

The Board of Education shall obtain the best price possible for goods sold under this policy. All School District records relative to property disposal will be retained in accordance with the State Department of Education retention schedule. Any surplus items that remain unsold may be sold for scrap for the best obtainable amount, donated, or discard in the safest, least expensive manner.