



Administrative Regulations

South San Antonio Independent School District

C – Business and Support Services	CI
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School Properties Disposal- 2023	

The Operations Department is responsible for all property, including furniture and equipment, declared to be surplus. When an item is deemed to be obsolete or unfit for use, such property may be disposed of in the most appropriate manner allowed by policy. All items sold are to be considered "as is or where is". The District makes no warranties or guarantees of an item's ability to function as manufactured.

The following procedure will be followed when disposing of surplus property.

1. The warehouse foreman will gather all district surplus materials, equipment, personal property collected from campuses and departments and will create lots for auction or disposal.
2. As surplus material, equipment, or personal property is collected, the warehouse foreman will search for any district asset tags, remove them and send them over to the business for removal from the fixed asset inventory list.
 - a. If an asset tag cannot be removed, a photo of the corresponding asset tag number will be taken and presented to the business office for removal from the fixed asset inventory list.
3. The Superintendent of Schools will be presented with a written report consisting of photos and an inventory list of items pending disposal. The written report will be listed as "Surplus Disposal Request"
4. The Superintendent of Schools will make a determination if disposal or auction is more appropriate and will sign off on the presented "Surplus Disposal Request".
5. All district auctions will be conducted using an approved online auctioneer. The district will search for a cooperative approved auctioneer. If no cooperative approved auctioneer exists, the Purchasing Department will solicit vendors to conduct an online auction.
6. If disposal of surplus materials, equipment or personal property is approved, the Warehouse foreman will dispose of the equipment in an appropriate manner.
7. If any disposal of equipment results in a profit to the district, i.e. metal recycling - the funds collected shall be in the form of a check made payable to the South San Antonio ISD, and shall be presented to the business office within 24 hours or receipt.