



Administrative Regulations

South San Antonio Independent School District

C – Business and Support Services	CMD
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Instructional Materials Sale or Disposal - 2023	

The board shall determine how the district will dispose of discontinued printed instructional materials, electronic instructional materials, and technological equipment.

The board may sell printed instructional materials on the date the instructional material is discontinued for use in the public schools by the SBOE or the commissioner. The board may also sell electronic instructional materials and technological equipment owned by the district.

Any funds received by a district from a sale must be used to purchase instructional materials and technological equipment allowed under Education Code 31.0211.

The board may dispose of printed instructional material before the date the instructional material is discontinued for use in the public schools by the SBOE if the board determines that the instructional material is not needed by the district and the board does not reasonably expect that the instructional material will be needed. A district must notify the commissioner of any instructional material the district disposes of under this provision.

A district shall conduct an annual physical inventory of all currently adopted instructional materials that have been requisitioned by and delivered to the district. The results of the inventory shall be recorded in the district's files. *19 TAC 66.107(a)*

School districts shall not be reimbursed from state funds for expenses incurred in local handling of instructional materials. *19 TAC 66.104(d)*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"



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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.