

Equipment Disposal Form

Date: _____

Item Description: Condition, description, tag numbers (if applicable), ISBN number, serial numbers, and quantities. Note funding source (Federal, Title I, etc...) if known.

Estimated Value: \$ _____

Reason for Disposal:

- Loss/Theft – Describe: _____
- Broken and not repairable.
- Obsolete or not functional equipment
- Excess equipment
- _____

Estimated Value and Recommended Method of Disposal:

- “ Value over \$25,000 (See YCOE Policy 3270)
- “ Value between \$2,500 and \$25,000
 - “ Sale at public auction by private auction firm
 - “ Sale by public auction by Yuba County Office of Education (YCOE) employees
 - “ Sale to governmental entity
- “ Value between \$250 and \$2,500 (Limited bid process), or by methods above
- “ Value less than \$250
 - “ Limited sale
 - “ Donation to _____
 - “ Discard – item has no value and should be disposed of

I certify that the preceding item(s) should be disposed of and approve of the recommended method of disposal.

Department Manager Authorization

Superintendent

Approved: 10/11/2023

Revised:

Limited Bid Notice

Date of Notice: _____

The Yuba County Office of Education (YCOE), as per its Policy AR 3270 – Sale and Disposal of Equipment, Supplies, and Instructional Materials, finds that the value of the property listed below is no more than \$2,500. YCOE may, therefore, sell this property without advertising. Interested parties must submit a written bid signed by the bidder that includes the item description and amount.

The following item(s) will be sold to those responding to the notice.

<u>Item(s) for Sale</u>	<u>Estimated Value</u>
<i>(list item(s) and description)</i>	<i>(list dollar value)</i>

Bid Due Date: _____
(at least two weeks from date of posting)

Posting Locations: *(at least three public posting locations)*

- (1) _____
 - (2) _____
 - (3) _____
- _____

Authorization:

Superintendent

Limited Sale Notice

Date of Notice: _____

The Yuba County Office of Education (YCOE), as per its Policy AR 3270 – Sale and Disposal of Equipment, Supplies, and Instructional Materials, finds that the value of the property listed below is insufficient to defray the costs of arranging a public sale. YCOE may, therefore, sell this property by the informal means of posting a notice of the item(s) and value for sale.

The following item(s) will be sold to those responding to the notice.

Item(s) for Limited Sale

Estimated Value

(list item(s) and description)

(list dollar value)

Authorization:

Authorized Representative