



Disposal of Unwanted Surplus Policy

Local

The Superintendent is authorized to declare District materials, equipment, personal property such as vehicles, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, personal property such as vehicles, and supplies for fair market value. If the unnecessary property has no value, the Superintendent may dispose of such property according to administrative discretion.

Instructional Materials

Per TEA, Districts determine locally whether to recycle, sell, donate, or dispose of instructional materials that are no longer useful in the classroom. Any such decisions should be approved by the Superintendent per local policy.

The district should also complete *TEX-012 Inventory Adjustment* to report state-adopted materials that are lost, damaged, destroyed, sold, or otherwise disposed of. TEA will remove the materials from the district EMAT inventory once the submission is received. The *TEX-012* is available through the *Lost/Damage/Destroyed* link on your District Start Page in EMAT.

Districts are not required to report the loss or sale of non-adopted materials (including out-of-adoption materials) or adopted or non-adopted materials purchased through the disbursement process.

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.

<https://helpdesk.tea.texas.gov/hc/en-us/articles/4405832605587-What-do-districts-do-with-out-of-adoption-instructional-materials-or-materials-we-no-longer-need->

Federal Funds

Property obtained with federal funds or as federal surplus shall be managed in accordance with federal law. If the district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Equipment - When original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, except as otherwise provided in federal statutes, regulations, or federal awarding agency disposition instructions, the district must request disposition instructions from the federal awarding agency if required by the terms and conditions of the federal award. Disposition of the equipment will be made as prescribed in 2 C.F.R. 200.313(e), in accordance with federal awarding agency disposition instructions. 2 C.F.R. 200.313

Supplies - Title to supplies will vest in the district upon acquisition. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other federal award, the district must retain the supplies for use on other activities or sell them, but must, in either case, compensate the federal government for its share. The amount of compensation must be computed in the same manner as for equipment under 2 C.F.R. 200.313(e)(2). 2 C.F.R. 200.314(a)

Intangible Property - Title to intangible property acquired under a federal award vests upon acquisition in the district. The district must use that property for the originally-authorized purpose, and must not encumber the property without approval of the federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 C.F.R. 200.313(e). 2 C.F.R. 200.315(a)