

683 - DISTRICT ASSET MANAGEMENT

The Superintendent or his/her designee shall have overall responsibility for asset management in the District, including the receipt, warehousing, inventory and disposal of all District supplies and equipment.

Supplies and equipment shall be received in accordance with established administrative procedures.

Inventories of District property shall be maintained. Items may be inventoried for control purposes. All items with a value of \$10,000.00 or greater shall be recorded as fixed assets on the District's financial accounting system.

Furniture, equipment and supply items no longer needed by the District are to be disposed of by periodically holding public sales or by making them available on a reasonable basis to any non-profit organization. Public notice will be given concerning details for the disposition of these items. Non-saleable items will be sold for salvage or destroyed.

Textbooks, library books and other instructional materials no longer needed by the District may be disposed of by recycling, incinerating, sale or scrapping. Requests from organizations or individuals for any of such materials will be considered, with first priority being given to non-profit organizations.

Any sale of property belonging to and no longer needed by the District shall be authorized by the District's annual meeting. All monies received from the sale of these items or salvage materials will be deposited in the General Fund.

Adopted: February 18, 2004

Revised: May 15, 2013, May 17, 2017, September 10, 2025