

PURCHASING STANDARD OPERATION PROCEDURES (EXTERNAL)	NO: PX-207
	Policy & AR 3270
Title: <b>Disposal of Surplus Property</b>	Approved
Date: April 14, 2025                      Supersedes: June 21, 2023	Page 1

1.     **PURPOSE**

To establish procedures for the reporting and disposal of surplus property.

2.     **SCOPE**

This procedure applies to the disposal of all surplus public property within the Fairbanks North Star Borough School District.

3.     **GENERAL**

Property becomes “surplus” for reasons including, but not limited to, obsolescence, a curriculum change, technology change, relocation of a department to a different facility, or is unserviceable and cannot be economically repaired, (which may also be referred to as “Salvage”). Schools and Departments will report surplus property to the S&R Warehouse Lead Person. Items with an expected net value of \$25 and over will be routed to S&R and may be advertised on Intra-District platforms to determine if the items are needed elsewhere within the District. S&R personnel will retrieve the property from the School or Department, transfer/redistribute the property as necessary, store the property as appropriate, and arrange a public auction for its disposal. Schools/Departments are encouraged to visit the District surplus storage site to screen the property for reutilization prior to transfer.

4.     **PROCEDURES**

a.     **Reporting.** Any surplus property at your school or department must be listed on a SURPLUS EQUIPMENT OR SUPPLIES form (attached). Provide an accurate description of each item, including make, model, and serial number if possible. Use more than one line when necessary. Indicate the quantity you wish to surplus, and the **FNSBSD Asset Tag number when applicable**. The form has a key for “condition” of the item. Enter the condition code in the “COND”ition field. The “TO” and “REC”ieved fields are used for the physical transferring of the items to another school or department, or to the auction.

b.     **Retrieval Process and Minimum Quantities.** When you have sufficient surplus property to fill a pallet (preferred), submit the surplus retrieval request through the District’s Work Order system with the surplus form attached. All surplus items must be labeled, “SURPLUS, ROUTE TO S&R”,

PURCHASING STANDARD OPERATION PROCEDURES (EXTERNAL)	NO: PX-207
	Policy & AR 3270
Title: <b>Disposal of Surplus Property</b>	Approved
Date: April 14, 2025                      Supersedes: June 21, 2023	Page 2

with the surplus form attached, and placed in the facility’s receiving area for retrieval. Smaller items may also be labeled and placed in your facility’s receiving area for retrieval during the weekly mail delivery routes.

c. **Fixed Assets.** S&R will provide a copy of the SURPLUS EQUIPMENT OR SUPPLIES form to the Accounting Department for removal from the Fixed Asset system.

- (1) **Technology equipment.** All District owned computer equipment with local storage media or network connection capability must be securely erased or have the media physically destroyed to industry standards in order to negate the reasonable possibility that data theft can occur through retrieval of erased data.

d. **Textbooks.** Only **(current) adopted curriculum materials can be deemed surplus.** Report surplus textbooks by total number of volumes; provide the title, author, publisher, and ISBN number, and group according to when the curriculum was adopted. Textbooks that support the current curriculum will be collected for Teaching & Learning so as to be readily available to the other schools. **Curriculum materials deemed obsolete by Teaching & Learning; textbooks, workbooks, trade books, other used books, pamphlets and paper have no residual value and should be disposed in your school paper recycling bin.**

e. **Forms.**

- (1) **SURPLUS EQUIPMENT OR SUPPLIES FORM;** used to report quantity, description, condition, Tag/Serial number of items identified as surplus. The form is available on the Purchasing Department website. Retain a photocopy of the surplus form for your records.
- (2) **Release Form, for Surplus Property.** Before releasing surplus property to the public, certain items may require a Release of liability; this includes, but is not limited to, mechanical items, large/heavy items, items composed of materials that may be considered hazardous.

f. **Reutilization.** Serviceable School District surplus items are placed on the Up4Grabs inventory and made available for issue to Schools and Departments at no cost before they may be made available to other State/Local government agencies, or the public.

g. **Grant Property.** Surplus items purchased with Federal grant funds must be reported as

PURCHASING STANDARD OPERATION PROCEDURES (EXTERNAL)	NO: PX-207
Title: <b>Disposal of Surplus Property</b>	Approved
Date: April 14, 2025                      Supersedes: June 21, 2023	Page 3

surplus pursuant to section 4.a. and identified as “**GRANT FUNDED**”. Once routed to S&R, the warehouse Supervisor will report the surplus to the Director of Accounting Services who will ensure the disposal complies with the *Uniform Guidance for Grants* for the respective federal agency which funded purchase of the property.

**h. Sale and Disposal of Books, Equipment and Supplies**

- (1) **Public Auction** – Surplus items may be posted on public auction sites online, or through public call-out auctions.
- (2) **Sale to District families** – The District recognizes that students may benefit by allowing parents/students to purchase certain surplus equipment and/or supplies; the following guidelines provide direction if/when parents or students may wish to purchase available items. The Superintendent or designee may determine which items may be made available for sale under these provisions.
  - (a) Musical Instruments – Cost at the time the instrument was purchased for student use, or replacement value for items acquired at no cost, minus 10% for each year the instrument has been in use.

Cross Reference: Policy & Administrative Regulations 3270

