

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	700 Property
Title	Disposal of Surplus Property and Obsolete Equipment
Code	706.1
Status	Active
Adopted	May 10, 2010
Last Revised	January 12, 2026
Prior Revised Dates	11/10/2014

Purpose

Unneeded surplus, unusable, and/or obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage.

Authority

When it has been determined that any property is obsolete or unneeded surplus and it should be exchanged for other property or discarded, the Board authorizes that such property may be sold or exchanged or discarded in accordance with any of the following provisions:

1. The property is no longer required for its originally intended purpose.
2. The property is considered out-of-date, obsolete, or in unusable condition.
3. The property is in quantities exceeding any possibility of effective use by the district.

Delegation of Responsibility

Determination as to whether any of the stated criteria apply to property possessed by the district shall be made by the Director of Finance, who may delegate this responsibility provided that all requirements of this policy are met.

The Director of Finance or designee shall be responsible for identifying all obsolete or surplus property. As necessary, they may call upon other staff personnel to develop criteria to aid in this identification.

The building principal shall be responsible for identifying all obsolete or surplus curricular property, namely textbooks and classroom teaching peripherals.

School equipment owned by the school district which is unusable, obsolete, surplus to need, has been replaced, or is otherwise no longer of value to the district will be recommended for disposition. Items will be deleted from the district's fixed asset inventory.

Guidelines

Disposal Methods

Items may be disposed of in the following ways:

1. Salvage - scrap sold to dealers.
2. Public auction generally conducted by a licensed auctioneer.
3. Negotiated sale - normally used when disposing of items of substantial value.
4. Sealed bid - normally used for items of substantial value or unique qualities.
5. Prepriced sale - large quantities of obsolete or surplus furniture and equipment may be sold by this method.
6. Some items have no sale value or the disposal costs exceed the net worth. These items may be donated to charitable organizations or otherwise discarded.
7. Equipment being replaced may be traded in on new equipment as part of the purchase procedure.
8. Junk/Destroy - method for equipment that has no apparent value, or is in a state in which it may pose a safety liability, and/or without other components or extensive repair it is generally of no value.

Employees of the district may not receive or accept abandoned or disposed of property, except that they may join with others in bidding for items to be sold.

Legal

[24 P.S. 510](#)

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