CHAPTER 21

DISPOSITION OF SURPLUS

21-1 GENERAL

The final step in the purchasing cycle is the disposition of the item when it is no longer useful to the school/department. Timely identification of surplus and obsolete material is essential to an effective disposition program.

Transferring of property(assets) must be done through a PB Asset request in PeopleSoft.

21-2 DISPOSAL PROCESS

When an item becomes surplus, obsolete, no longer functions or is deemed to be unsafe for use, the school/department must dispose of the item using the process described below.

The following are the methods of property disposal:

A. TRANSFER OF PROPERTY FOR RE-USE

Physical Transferring of property from schools/departments to other District locations will require a quotes to be obtained from the school/department from bid awarded moving companies and must be funded by the school/department. Bid awarded moving companies can be found on the All-In-One on Purchasing website

A

Computer equipment and electronic equipment of any type must done through a PB Asset Request in PeopleSoft separately. This process is handled through Environmental & Conservation Services. Refer to section E.

All other items such as gym/weight room equipment and shop equipment, etc. must be itemized on done through a PB Asset Request in PeopleSoft. If Equipment is broken or no longer useful or supported by the District and has a tag, it needs to be disposed of through PeopleSoft. This will only remove it from your inventory. This process will not generate a pickup for physically removing the item from the school or department.

Disposal of Assets- Assets are property originally purchased for $5,000 or more plus all computer desktops and laptops regardless of original price. The inventory of assets is managed by the Capital Assets division of the Accounting Department. These items have a School District asset number assigned which is identified on a tag, which should be affixed to the item. The asset should be included in each school/department inventory.

Should you have any question on the process please contact Asset Management.

B. **TRADE-IN** - The Purchasing Agent, in conjunction with the school/department may determine that it is advantageous to the District to seek bids on replacement items with a trade-in allowance. The Board or their delegate must approve the trade in of any District owned property. Schools and Departments need to provide Asset Management with a copy of the quote listing the items that are part of the trade-in and the new equipment being purchased.

C. **CANNIBALIZATION** - Disassembling an item to use its components for repair or maintenance of a similar item is authorized only if cannibalization has more potential value and benefit than disposal or trade in of the item. Cannibalized property requires that the school/department complete A disposal for this type of occurrence is processed through PeopleSoft as a Scrapped asset and Cannibalized is the reason.

D. **HAZARDOUS MATERIALS** - There are strict federal and state requirements for the disposal of hazardous materials. Schools/Departments which generate hazardous materials shall use District contracts for the proper disposal of these materials.

E. **ELECTRONIC WASTE-** All electronic waste or scrap (TV's, computers, monitors, laptops, recorders and other electronic equipment) will be picked up by the District's licensed e-waste vendor. Electronic waste or scrap are those items that are broken, cannibalized, and/or no longer supported by our IT Department; these items have minimal value to the District and should be handled according to the e-waste procedures.

21-3 ALLOCATION OF PROCEEDS

Unless otherwise directed by the School Board or their designee or required by a grant, the proceeds from the disposition of surplus or excess property will be deposited to the District's general fund.

21-4 SALES TO EMPLOYEES

Employees of the disposing school/department or of the District's departments processing surplus and excess property may not purchase items with a value greater than $1,000. Employees without connection to the surplus item may purchase the property when the sale is to the highest bidder at a public auction or by sealed bid.

21-5 SECURITY OF PROPERTY

Schools/Departments are responsible for the reasonable care and security of items declared surplus during the entire disposal process. A continuous "paper trail" of accountability for an item should be maintained. Transferring schools/departments must be certain that the recipient of an item is properly authorized to receive the item.

21-8 DISPOSAL OF GRANT FUNDED EQUIPMENT

When equipment was purchased using funds from State or Federal grant funds, the provisions of the grant must be followed during the disposal. It is the disposing school's/department's responsibility to notify Purchasing at the time of the Surplus Property Report of any grant provisions, proceeds from disposal may be returned to the grant funding agency, rather than the District's general fund. Purchase through Internet auction or put out for bid through other Board accepted means.

PROCEDURES FOR USE OF PUBLIC SURPLUS AUCTION

1. Viewing and Acquiring Items for Use Within the District

Items for sale at auction may be found at www.publicsurplus.com If an auction is already released to the public and you want the item for your department or school, contact Purchasing via email so that the auction can be withdrawn from the public auction. Item may be withdrawn from the auction while the auction is still active. Once an auction is completed the item is sold and is no longer available

Viewing and Acquiring Items for Personal Use

(Viewing auctions for personal use should only be done outside normal work hours or on your personal computer.)

If you wish to bid on items that have been released to the public for auction, access the site at www.publicsurplus.com. After you register as a new user, you may view and bid on any of the auctions on the site. Because this website is used by other governmental agencies and school districts throughout the country, you should be careful to note what location is auctioning the item. The safest way to ensure you are looking at items auctioned by The School District of Palm Beach County is to indicate (on the home page) "Florida" in the field designated for the region and "The School District of Palm Beach County" in the field designated for the organization.

Any item purchased through the auction must be picked up at the location designated in the auction for that item. No item auctioned to the public will be delivered. You must schedule a pickup in advance. Payment must be made by credit card directly to Public Surplus. All auction proceeds will be deposited into the District's General Fund.

Before bidding on items you should be aware of Purchasing Policy 21-4, "Sales To Employees" which states: Employees of the disposing school/department or of the District's departments processing surplus and excess property may not purchase items with a value greater than $1,000. Employees without connection to the surplus item may purchase the property when the sale is to the highest bidder at a public auction or by sealed bid.

Should you have questions or need clarification regarding any of the above information, please email: equip@palmbeachschool.org