

School Board Policies

Section

SERIES 700 - PROPERTY

Title

Disposition of Property

Code

711

Adopted

Instructional Equipment/Furnishings shall refer to capital items with a replacement cost of \$1,000.00 or more, that are intended to have an extended useful life of several years; are not significantly diminished or worn with normal use. Examples include desks, chairs, typewriters, cameras, computer technology, etc.

Instructional Supplies shall include the following categories:

1. Text, reference and library books
2. Maps, charts and globes
3. Audio-visual materials and computer software
4. Expendable supplies including workbooks, test materials, etc.

The disposition of all equipment/furnishings requires prior Board approval.

Options for removing equipment/furnishings from service include the following:

- A. Retain and "cannibalize" for parts
- B. Trade-in to vendor
- C. Sell, with funds received reverting to District's General Fund
- D. Donate to local public agencies.
- E. Donate to local PTG organizations for sale or other use, at their discretion
- F. Donate to local non-profit public service organization
- G. Donate to local or non-local organizations characterized as non-profit, service, educational or charitable institutions
- H. Dismantle and discard in a safe, efficient manner

Following disposition, items must be removed from District inventory and insurance records.

The disposition of all instructional supply items having a bulk value of \$500.00 or more requires prior Superintendent approval.

Options for removing instructional supply items from service include the following:

- A. Sell, with funds received reverting to the District's General Fund
- B. Donate to local public agencies.
- C. Donate to local PTG organizations for sale or other use, at their discretion
- D. Donate to local non-profit public service organization
- E. Donate to local or non-local organizations characterized as non-profit, service, educational or charitable institutions
- F. Discard in a safe, efficient manner

The disposition of all equipment, furnishings or supplies shall be initiated by the appropriate principal who shall:

- Identify the items in question
- Provide a rationale for disposition
- Seek the advice of knowledgeable colleagues, i.e., cognate principal, instructional coordinator, audio-visual specialist, librarian, etc.
- Explore the options available with sequential preference as listed
- Prepare a recommendation for disposition

The Superintendent must be kept fully informed of the disposition of all items.

Proper accounting records must be kept for all monies received. To the extent possible, payment by check should be encouraged over receiving cash. All funds received must revert to the General Fund. In every case when property is sold, such transaction should be conducted in such a manner as to accrue the greatest benefit to the District. The sale of property may include sale to District employees.