

DISPOSAL OF SURPLUS EQUIPMENT OR MATERIALS

The board has the authority to declare equipment, supplies, furniture and other district personal property obsolete and/or surplus. The superintendent will establish procedures for their sale, trade or disposal.

Surplus or obsolete books or other reading materials will be disposed of as follows:

- A. If the reading materials are estimated to have value as reading materials in excess of \$1,000, they will be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the district; provided that students wishing to purchase texts and other materials will have priority. The Instructional Materials Committee will recommend to the superintendent fees for purchasing the materials.
- B. If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of \$1,000 or less, the district may directly negotiate the sale of the reading materials to a public or private entity; or
- C. If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.

Prior to disposing of any surplus texts, other books, equipment, materials or relocatable facilities, the superintendent will serve written notice in a newspaper of general circulation in the school district and to any public school district or private school in Washington state annually requesting such notice. All schools on the list will be notified in writing of the materials and equipment that is available. The material or equipment shall be sold to any interested public or private school at its depreciated cost or fair market value, whichever is greater. Students will have priority in the purchase of texts and electronic devices. Disposition of such surplus property to parties other than public or private schools may take place thirty days after written notice is served.

In lieu of the disposal processes outlined above, the district may elect to grant surplus personal property to a federal, state or local government entity, or to indigent persons at no cost, provided the property is used for preschool through twelfth grade educational purposes or the district may elect to loan surplus personal property to a nonreligious, nonsectarian private entity on the condition that the property is used for preschool through twelfth grade educational purposes.

The preceding notice requirements do not apply to the loan, lease, sale or transfer of assistive devices for the use or benefit of children with disabilities to children with disabilities, their parents, or any public or private nonprofit agency providing education, health or rehabilitation services to individuals with disabilities. Such devices do not need to be declared surplus.

The sale or transfer of such devices will be recorded and based on the item's depreciated value. The district will establish and maintain an inventory of assistive technology devices whose value exceeds \$100, and for each device will establish a value that will be adjusted annually to reflect depreciation.

“Assistive device” means any item, piece of equipment, or product system, whether acquired commercially off-the-shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of children with disabilities.

Funds derived from the rental, sale or lease of student transportation equipment will be placed into the transportation vehicle fund. Funds derived from the sale of personal property will be placed into the General Fund.

Legal References:	RCW 28A.335.060	Surplus school property, rental, lease or use of-- Disposition of moneys received from
	28A.335.090	Conveyance and acquisition of property— Management Appraisal
	28A.335.180	Surplus texts and other educational aids, notice of availability--Student priority as to texts
	39.33.070	School districts and libraries--Disposal of obsolete or surplus reading materials-- Procedures
	Chapter 104, Laws of 1997,	Assistive Devices for Children with Disabilities- - Increasing Availability
	WAC 392-143-050	Resold School Buses

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Disposal of Surplus Equipment or Materials

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other district personal property are as follows:

- A. The principal or department supervisor will upon request supply a written rationale, which supports the obsolescence of the item.
- B. All other departments and/or buildings shall have the opportunity to view the item(s) during a two-week period. Students will have priority in the purchase of electronic devices due for replacement that they have been using, the use of which is supported by inventory records.
- C. Interested public and private schools will be advised in writing of a two-day period in which they will have an opportunity to view and/or purchase the obsolete and/or surplus item(s).
- D. The remaining item(s) will be available for purchase by the general public.
- E. The district will publicize this sale, which will be open to the general public.
- F. The board will specify the nature and conduct of any sale of property which exceeds the limits specified in Policy 6882, Sale of Real Property.

Surplus Textbooks and Electronic Devices

Prior to selling texts and electronic devices at public auction, students will be advised of the availability of such texts.

The fees for purchasing surplus texts and devices are as follows:

Age of Materials (copyright date)	Price Per Item
Text: 10 years old and older	\$.50
Text: 7-10 years old	.75
Text: 0-7 years old	Original cost minus 20 percent per year
Electronic Devices	Original Cost minus 20 percent per year or fair market value, whichever is less