

Disposal Procedures: Surplus Property

1. Objective

To provide specific procedures to be used in disposing of district surplus property.

2. Definitions

- a. Surplus property is any district owned asset of item/s that is deemed no longer useable or useful for district business.
- b. Text books and library books may be considered for disposal if older than 10 years.

3. Procedures by building principal/director;

Surplus property will be determined by the building principal/director. Report surplus property on surplus property form.

4. Procedures by District

At the discretion of the Director of Fiscal Services, property will be:

- a. Traded in on the purchase of replacement property;
- b. Made available, within a defined time line, to other district programs.
- c. Sold in accordance with Board policy DN - Disposal of District Property; or
- d. Donated or discarded.

5. Disposition

- a. Disposition of surplus property will be determined prior to its removal from the district.
- b. Surplus property will be held in district storage for sale or disposal no longer than 90 days without approval of the director of fiscal services.