

Policy Reference No. 7220

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Title: TRANSFER, SALE AND DISPOSAL OF

Effective Date: 1 July 1982

DISTRICT EQUIPMENT AND MATERIALS

Revised: 18 November 2003

Section: BUSINESS SERVICES AND BUDGET

TRANSFER, SALE AND DISPOSAL OF DISTRICT EQUIPMENT AND MATERIALS

PROCEDURE

The following procedures provide guidelines for the routine transfer, sale grant and disposal of district equipment and materials.

1.0 Items Carried on Fixed Asset Records:

- 1.1 Items are identified as fixed assets if there is a BSD fixed asset bar code attached to the asset.
- 1.2 To initiate the removal or transfer of equipment or materials identified as a fixed asset, a fixed asset transfer form must be completed, signed by the building administrator, and forwarded to the Warehouse Services department.
- 1.3 Equipment or material may be left at its present location until it is requested by another unit or relocated by the Warehouse Services department for storage awaiting disposition.
- 1.4 The Warehouse Services department will arrange for the material to be moved or disposed of as required. Once moved from the original location and/or disposed of, applicable fixed asset transfer forms will be forwarded to the purchasing office for update of fixed asset records.

2.0 Items Not Listed as Fixed Assets:

- 2.1 Schools or buildings managers will notify the Warehouse Services department that they have surplus material, equipment, furniture or reading materials available for pick up. A list will need be submitted to the Warehouse Services department of items to be relocated and disposed of.
- 2.2 The Warehouse Services department will pick up and store the subject material as time and space permits.

3.0 Textbooks:

- 3.1 The curriculum department will notify the Warehouse Services department of quantities and locations of excess and surplus textbooks.
- 3.2 The Warehouse Services department will arrange for pick up, storage and disposal as required.

4.0 Closed Schools or Buildings:

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4.1 Material, equipment, furniture, text and reading material from closed schools may move to the location of the new schools or program as needed. The Warehouse Services department will work with the school principal, building manager and /or program coordinator to determine if the material or equipment needs to be moved.

4.2 Any excess material or equipment will be disposed of as detailed below.

5.0 Renovated Schools or Buildings:

5.1 If not replaced material, furniture, equipment, text and reading material will be stored by the Warehouse Services department and moved into the new school or building as required.

5.2 Replaced material, furniture, equipment, text and reading material will be stored and disposed of by the Warehouse Services department as detailed below.

6.0 Sale, Grant and Disposal of Surplus Material, Equipment, Furniture, Textbooks and Reading Materials:

6.1 Prior to disposing of any excess items, the Warehouse Services department will survey the items and determine if there is any value to the District. If so, the items will be offered to District schools, offices and units or stored for future use, if there is ongoing demand or potential use for the items, prior to initiating surplus/disposal action.

6.2 Items without any identified need within the District will be identified as surplus. Such items will be presented to the Board of Directors for declaration as surplus to District need prior to disposal.

6.3 Once identified as requiring disposal, action will be taken within State laws, regulations and guidelines to dispose of the items in accordance with RCWs 28A.335.180 and 39.3.020.

6.3.1 Surplus items may be sold to any municipality or any political subdivision thereof, or the federal government on such terms as may be mutually agreeable.

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- 6.3.2 Surplus property may be granted to a federal, state or local governmental entity or to indigent persons at no cost on the condition that the property be used for preschool through twelfth grade educational purposes.
- 6.3.3 Prior to selling surplus material, furniture, equipment and text to any person, firm, organization, or non-governmental agency, notice will be served in a newspaper of general circulation 30 days prior to such material or equipment being made available for sale to public or approved private schools at depreciated or fair market value which ever is greater.
- 6.3.4 Thirty days after the aforementioned notice has been given, the subject surplus items may be sold to any person, firm, organization, or nongovernmental agency.
- 6.3.5 If textbooks are involved, District students must be given priority for purchasing.
- 6.3.6 Reading material (non-text) estimated to have value in excess of \$1,000 will be offered for sale at public auction following publication of notice in a newspaper or general circulation. If no bids are received the reading material may be sold to a public or private entity. If the reading material is determined to have no value, or a purchaser may not be found, it may be destroyed or recycled.
- 6.3.7 Items of no value, after being declared surplus by the Board of Directors, will be disposed of expeditiously by whatever means are available, within State laws, regulations and guidelines.

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