

NORTHERN LEBANON SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: DISPOSAL OF SURPLUS
PROPERTY, EQUIPMENT,
SUPPLIES, AND TEXTBOOKS

ADOPTED: November 9, 2004

REVISED:

| | |
|---|--|
| <p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> | <p style="text-align: center;">706.1. DISPOSAL OF SURPLUS PROPERTY, EQUIPMENT, SUPPLIES, AND TEXTBOOKS</p> <p>Unneeded surplus and obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage.</p> <p>When it has been determined that any real or personal property is obsolete or unneeded surplus and should be exchanged for other property, the Board authorizes that such property may be sold or exchanged in accordance with the following provisions:</p> <ol style="list-style-type: none"> 1. The property is no longer required for its originally intended purpose. 2. The property is considered out-of-date, obsolete, or in unusable condition. 3. The property is in quantities exceeding any possibility of effective use by the district. <p>Determination as to whether any of the stated criteria apply to property possessed by the district shall be made by the Superintendent, who may delegate this responsibility, provided that all requirements of this policy are met.</p> <p>The Business Manager shall be responsible for arranging for disposition of all obsolete or surplus property. As necessary, s/he may call upon other staff personnel to develop criteria to aid in this identification.</p> <p>The Business Manager shall submit a request and recommendation concerning the disposition of obsolete and surplus property to the Superintendent for his/her consideration for approval.</p> <p><u>Disposal Methods</u></p> <p>The Superintendent shall determine the means of disposing of obsolete or surplus property.</p> |
|---|--|

706.1. DISPOSAL OF SURPLUS PROPERTY, EQUIPMENT, SUPPLIES,
AND TEXTBOOKS - Pg. 2

| | |
|-------------------------|---|
| <p>SC 707, 708, 709</p> | <p>Disposal of all items shall require approval of the Board of Directors prior to disposal.</p> <p>Some items have no sale value. Such items may be deposited in dumpsters or hauled to a local landfill. These items also may be donated to charitable organizations.</p> <p>No Board member or an employee of the district, or members of their immediate family or business with which they or a member of their immediate family is associated may participate in, directly, or be the beneficiary of any disposition of district property, unless such property is available for legal public sale.</p> <p>Items of some value may be disposed of in the following ways:</p> <ol style="list-style-type: none">1. Public sale.2. Salvage scrap.3. Negotiated sale (normally used when disposing of items of substantial value, e.g., real estate).4. Sealed quotes.5. Prepriced sale (large quantities of obsolete or surplus furniture and equipment may be sold by this method).6. Trade-in on new equipment.7. Donation to charitable organizations.8. Discard. <p><u>Real Estate</u></p> <p>The disposal of all real estate shall require approval of the Board of Directors and is regulated by sections 707, 708, 709 of the Pennsylvania School Code, as well as all other laws or regulations governing the sale of land or buildings.</p> <p><u>Computers And Related Equipment</u></p> <p>Regarding disposition of computers and related equipment, the Business Manager and technology administrator shall recommend a means of disposal to the Superintendent. The Superintendent is authorized to give final approval of disposition. Disposal may include dismantling for parts.</p> |
|-------------------------|---|

706.1. DISPOSAL OF SURPLUS PROPERTY, EQUIPMENT, SUPPLIES,
AND TEXTBOOKS - Pg. 3

Recordkeeping

The Business Manager shall be responsible for maintaining records of all obsolete and surplus property disposed of during each fiscal year. This summary shall include quantity, description of property, method of disposition, and value received. Such records shall be maintained for a minimum of three (3) years.

Disposal of obsolete or surplus property shall be made in accordance with the appropriate section of the Pennsylvania School Code and may be approved by the Superintendent.

Textbooks

Obsolete or outdated textbooks shall be disposed of in the following general priority:

1. Placement in classrooms as supplemental materials.
2. Sold to commercial used book purchasers by quotation.
3. Sold to private schools by quotation.
4. Donated to charitable organizations.
5. Given to students as supplemental materials at home.
6. Discarded.