

Sale or Disposal of Surplus Property, Equipment, Supplies & Textbooks

Purpose

The Board of Trustees recognizes that unneeded, unusable, and/or obsolete property can consume valuable storage space. This policy is intended to efficiently dispose of such property, thus avoiding future unnecessary handling and storage costs.

Authority

When it has been determined that any personal property or equipment is obsolete or unneeded surplus, the Board of Trustees authorizes that such property or equipment may be sold, exchanged, disposed, or donated in accordance with the following provisions:

1. The property or equipment is no longer required for its originally intended purpose.
2. The property or equipment is considered out-of-date, obsolete, or in unusable condition.
3. The property or equipment is in quantities exceeding any possibility of effective use by Provident Charter School.

Delegation of Responsibility

Determination as to whether any of the stated criteria apply to property possessed by Provident Charter School shall be made by the CEO and/or designee, who may delegate this responsibility, provided that all requirements of this policy are met.

The CEO and/or designee shall be responsible for identifying all school equipment and/or property owned by Provident Charter School which is unusable, obsolete, or in quantities exceeding the possibility of effective use, has been replaced, or is otherwise no longer of value to the school. As necessary, the CEO or designee may call upon other staff to develop criteria to aid in this identification.

Guidelines

Disposal Methods

Items of some value may be disposed of in the following ways:

1. Public sale or auction.
2. Salvage scrap sold to local dealers.
3. Negotiated sale.
4. Request for proposal method for items of substantial value or unique qualities.
5. Pre-priced sale (large quantities of obsolete or surplus furniture and equipment may be sold by this method).
6. Trade in on new equipment.
7. Donated to charitable organizations, non-profits and/or other schools.
8. Discarded or recycled in accordance with applicable laws.
9. Use of electronic auction sites, including but not limited to, Municibid, Ebay, and Public Surplus.

Disposal may include dismantling for parts, recycling, donation or resale to authorized vendors. Equipment being replaced may be traded in on new equipment as part of the purchase procedure.

Items that have no sale value or disposal exceeds the net worth may be donated to charitable organizations, non-profits, or other schools or otherwise discarded.

Real Estate

This policy does not apply to the disposition of real estate.

Recordkeeping

The CEO or designee 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.