

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index No.	Index No.
5/19/11	New	706.1

Title: Disposal of Property

Purpose: This policy is intended to provide for the quick and orderly disposal of unneeded, surplus, and obsolete property, thus avoiding handling, storage, and overhead costs.

Reference: Administrative Procedure 706.1 titled, *Disposal of Property*

Policy: When it has been determined that any School District property is unneeded, unusable or obsolete and should be disposed of, the School Board may authorize that such property may be sold, exchanged or discarded in accordance with any of the following provisions:

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 The property is considered out-of-date, obsolete or in unusable condition.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 Pennsbury School District.

Property owned by the School District that is unusable, obsolete, surplus to need, has been replaced, or is otherwise no longer of value to the School District, shall be listed and the list presented to the Chief Executive Officer or Superintendent with a recommendation for disposal. As necessary, he or she may call upon other staff personnel to develop criteria to aid in this identification.

Items may be identified as unusable, obsolete or surplus only after all principals and department administrators have had an opportunity to review the prepared list and select property for use.

Prior to disposal, property and inventory tags referencing the Pennsbury School District shall be removed from the property.

Equipment purchased with federal funds must be disposed of in accordance with the Education Department General Administration Regulations (EDGAR.)

Disposal Methods

Property may be disposed of by any one or more of the following methods:

1. Solicitation of sealed bids from other school districts or intermediate units, non-public schools, non-profit educational institutions or government entities
2. Solicitation of sealed bids from persons engaged in a business related to the nature of the property to be disposed
3. Electronic and/or public auction. A public auction should only be used if the proceeds of such an auction are expected to amount to more than the cost of conducting the auction.
4. Offering to the general public at prices fixed by the Chief Executive Officer or Superintendent and/or designee
5. Exchange as trade-ins on new equipment as part of the purchase procedure
6. Salvage as scrap sold to local dealers
7. Textbooks that are no longer in use within the Pennsbury curriculum and that are deemed as excess, unusable and slated for disposal may be sold to Follett Educational Services. Books that are unable to be sold and classified as discards with no value may be offered to students or donated to Booksavers of Ephrata, a non-profit organization.
8. Some items have no sale value or disposal exceeds the net worth. These items may be donated to charitable, non-profit organizations or otherwise discarded with approval of the Chief Executive Officer or Superintendent.

No member of the School Board, officer, administrator, appointee or employee of the School District may purchase, or cause to be purchased on his or her behalf, any property outlined above.

Responsible

Administrator: Chief Executive Officer or Superintendent