

Book	Policy Manual
Section	700 Property
Title	Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks
Code	706.1
Status	Active
Legal	<a href="#">1. 24 P.S. 707</a> <a href="#">2. 24 P.S. 708</a> <a href="#">3. 24 P.S. 709</a> 4. Pol. 800
Adopted	December 7, 2020

### **Purpose**

The Board 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.

### **Authority**

When it has been determined that any real or personal property or equipment is obsolete or unneeded surplus, the Board authorizes that such property or equipment may be sold, exchanged, disposed, or donated in accordance with the following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 The property or equipment is considered out-of-date, obsolete, or in unusable condition.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 the district.

### **Delegation of Responsibility**

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

The Superintendent and/or designee shall be responsible for identifying all school equipment and/or property owned by the school district, 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 district. As necessary, the Superintendent or designee may call upon other staff to develop criteria to aid in this identification.

School equipment owned by the school district, which is unusable, obsolete, surplus, has been replaced, or is otherwise no longer of value to the district will be listed and presented to the Superintendent.

## **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 (normally used when disposing of items of substantial value or unique qualities).
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 public schools.
8. Discarded or recycled in accordance with all 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 public schools or otherwise discarded.

## **Real Estate**

The disposal of all real estate shall require approval of the Board 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)

## **Recordkeeping**

The Board Secretary 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.[\[4\]](#)

Replaces Policy 3006 - Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks adopted June 20, 2017, which replaced Policy 3006 - Sale of Surplus Furniture, Equipment and Other Tangible Personal Property