

DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS

The board has the authority to declare equipment, supplies, furniture and other district personal property obsolete and/or surplus. The superintendent will establish procedures for their sale, trade or disposal.

Surplus or obsolete books or other reading materials will be disposed of as follows:

1. If the reading materials are estimated to have value as reading materials in excess of \$1,000, they will be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in a newspaper with a general circulation in the district.
2. If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of \$1,000 or less, the district may directly negotiate the sale of the reading materials to a public or private entity.
3. If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.

Prior to disposing of any surplus texts, other books, equipment, materials or relocatable facilities, the superintendent will serve written notice in a newspaper of general circulation in the school district and to any current list of public and private schools in the state which have asked to be notified of such dispositions. All schools on the list will be notified in writing of the materials and equipment that is available. The material or equipment will be sold to any interested public or private school at its depreciated cost or fair market value, whichever is greater. Students will have priority in the purchase of texts. Disposition of such surplus property to parties other than public or private schools may take place thirty days after publication of notice in a newspaper of general circulation in the school district.

In lieu of the disposal processes outlined above, the district may elect to grant surplus personal property to a federal, state or local government entity, or to indigent persons at no cost, provided the property is used for preschool through twelfth grade educational purposes. Or the district may elect to loan surplus personal property to a nonreligious, nonsectarian private entity on the condition that the property is used for preschool through twelfth grade educational purposes.

The preceding notice requirements do not apply to the loan, lease, sale or transfer of assistive devices for the use or benefit of children with disabilities to children with disabilities, their parents, or any public or private nonprofit agency providing education, health or rehabilitation services to individuals with disabilities. Such devices do not need to be declared surplus. The sale or transfer of such devices will be recorded and based on the item's depreciated value. The district will establish and maintain an inventory of assistive technology devices whose value exceeds \$100, and for each device will establish a value that will be adjusted annually to reflect depreciation. "Assistive device" means any item, piece of equipment, or product system, whether acquired commercially off-the-shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of children with disabilities.

Funds derived from the rental, sale, or lease of student transportation equipment will be placed into the transportation vehicle fund. Funds derived from the sale of personal property will be placed into the general fund.

Legal References:	RCW 28A.155.160	Assistive devices--Transfer for benefit of children with disabilities--Record, inventory
	28A.335.060	Surplus school property, rental, lease or use of--Disposition of moneys received from
	28A.335.090	Conveyance and acquisition of property--Management
	28A.335.180	Surplus texts and other educational aids, notice of availability--Student priority as to texts
	39.33.070	School districts and libraries--Disposal of obsolete or surplus reading materials--Procedures
	WAC 392-143-050	Resold School Buses

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