

Procedure - Disposal of Surplus Equipment and/or Materials

The procedures for processing obsolete and/or surplus equipment, supplies, furniture and other district personal property are as follows:

- A. Each building may have an internal process to offer surplus items to others in the building prior to completing a warehouse hauling order. Employees may contact the warehouse to ask about available surplus items.
- B. An on-line warehouse hauling order is completed by the requesting department or building to move the item(s) to the warehouse.
- C. Board action documents for surplus and final disposal (including trade-ins) are prepared by the requesting department or warehouse staff. Bar code numbers for assets are included in the documents. Items deemed to be in usable condition will be redistributed within the district, donated, or sold on the Public Surplus auction site (<http://www.publicsurplus.com/sms/edmondssd,wa/browse/allcat>). Items deemed unusable will be recycled or destroyed.
- D. Interested public and private schools that request notification will be advised in writing of a two-day period in which they will have an opportunity to view and/or purchase the obsolete and/or surplus item(s).
- E. Remaining item(s) will be available for purchase by the general public through the Public Surplus auction site.
- F. Four times a year the district will publicize the existence of the Public Surplus auction site, which is open to the general public.
- G. In lieu of selling surplus items, a federal, state, or local governmental entity, or indigent persons, may be granted the surplus personal property at no cost on the condition the property be used for preschool through twelfth grade educational purposes.
- H. Surplus personal property may also be loaned or donated to a nonreligious, nonsectarian private entity on the condition the property be used for the preschool through twelfth grade education of members of the public on a nondiscriminatory basis.
- I. 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, their parents, or any public or private nonprofit agency providing education, health or rehabilitation services to individuals with disabilities. The sale or transfer of such devices will be recorded and based on the item's depreciated value. "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.

- J. 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.
- K. The board will specify the nature and conduct of any sale of property which exceeds the limits specified in policy 6882, Sale of Real Property.

Adoption Date: 02.11.19
Edmonds School District
Revised Dates: