

MANAGEMENT SUPPORT SERVICES

Disposal of Surplus Equipment and/or Materials

Procedures for the disposal of obsolete and/or surplus equipment, supplies, furniture, and other District personal property are as follows:

A. Declaring Property as Surplus

1. The principal or department supervisor shall supply a written rationale—for declaring an item surplus.
2. All other departments and/or buildings shall have the opportunity to view and claim the item.
3. If the item is not claimed by another CKSD school or department, it may be declared surplus by the Board of Directors.

B. Disposal of Items Without Value

A principal or department supervisor may declare in writing that specified items of District personal property have no value as surplus because of their condition. Such items shall be disposed of as trash.

C. Disposal of Surplus

1. Thirty days prior to disposing of surplus books, equipment, furniture, materials, portable buildings, or other personal property by public sale, the District shall give notice in a newspaper of general circulation in the District, and in writing directed to any Washington school district or private school that has requested such notice.
2. Following such notice, property may be sold to a student, a Washington school district, or private school at its depreciated cost or fair market value, whichever is greater. The value of textbooks shall be established as follows:

<u>New Books Purchased During Current Term</u>	<u>Full Cost</u>
Books 2 years old	80%
Books 3 years old	60%
Books 4 years old	40%
Over 4 years old	20%

3. Property not sold to a school district or private school shall be sold at public auction.
4. Property remaining unsold after public auction may be offered at a subsequent auction, sold for nominal value, or discarded.

D. Assistive Devices

The District may sell assistive devices for the use or benefit of children with disabilities to the parents or guardians or to a public or private non-profit agency providing services to children with disabilities. Such devices need not be declared surplus. Prices shall be based on the depreciated value of devices sold.

E. Disposition of Proceeds

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

F. Alternative to Sale of Surplus

In lieu of the processes set out in B and D above, the District may grant surplus personal property to a government agency or an indigent person at no cost on the condition that the property be used for preschool through grade 12 education, or the District may loan the property to a non-religious, non-sectarian private entity on condition that it be used for preschool through grade 12 education of members of the public on a non-discriminatory basis. Grants and loans must be documented. Documentation must include a description of the property, the recipient, and the condition(s) upon which the grant or loan is made. The document must be signed by an authorized representative of the District and by the recipient or its authorized representative.

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