

SALE AND DISPOSAL OF SURPLUS/OBSOLETE BOOKS, EQUIPMENT AND SUPPLIES- ADMINISTRATIVE REGULATIONS

While it is the Board's intention to filter usable books, equipment and/or supplies back into the District, the Board of Trustees recognizes that the District may own personal property that is unusable, obsolete, or no longer needed. The Board of Trustees may dispose of personal property belonging to the District by any of the following methods:

1. The governing board may sell for cash any personal property belonging to the District if the property is not required for school purposes or if it is unsatisfactory or not suitable for school use. A notice shall be posted in at least three public places in the District for not less than two weeks, or by publication for at least once a week for a period not less than two weeks in a newspaper published and having general circulation in the District. The Board shall sell the property to the highest responsible bidder, or shall reject all bids. (Education Code 17545) In addition to the newspaper publication, the District may advertise using electronic media.
2. The governing board may choose to conduct a sale by means of a public auction. This sale may be conducted by employees of the district, by other public agencies, or by contract with a private auction firm. (Education Code 17545)
3. If the governing board attending a meeting unanimously agree that the property is worth no more than \$2,500, the property may be sold at private sale without advertising. (Education Code 17546).
4. The governing board may dispose of property by including such disposal as part of the bid process for the new property. (Education Code 17548 – 17550)
5. If the Board of Trustees attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

Disposition of Instructional Materials (Reference Policy and Regulation 6161.5)

The governing board may dispose of surplus or undistributed instructional materials in their possession that are usable for educational purposes in the following ways: (Education Code 60510)

1. By donation to any governing board, county free library or other state institution.
2. By donation to any public agency or institution.
3. By donation to a nonprofit charitable organization.
4. By donation to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people.

5. By sale to any organization that agrees to use the materials solely for educational purposes.

Prior to disposing of any instructional materials pursuant to Section 60510, the school district governing board is encouraged to do both of the following: (Education Code 60510.5)

- a. No later than 60 days prior to that disposition, notify the public of its intention to dispose of those materials.
- b. Permit representatives of the entities described in Education Code 60510 and the public to address the governing board regarding the disposition.

Any organization, agency or institution receiving obsolete instructional materials from the District shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent. (Education Code 60511)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

- a. By being mutilated so as not to be salable and sold for scrap at the highest obtainable price;
- b. By being destroyed by any economical means at least 30 days after the Board has given notice to all persons who have requested such notice.

Any school site or department that wishes to dispose of library or textbooks shall contact the Coordinator – Media Services who will be responsible for the sale and disposal of such books using the direction set forth above and in Board Policy and Regulation 6161.5.

Disposal of Items Included on Inventory (Reference Policy and Regulation 3201)

Items of furniture and equipment valued at \$500 or more at the time of purchase are placed in the inventory. (Education Code 35168)

This equipment may require deletion from the inventory records for various reasons.

- A. Equipment Replacement - Equipment that is to be replaced for obsolescence or similar reasons must be transferred from site/office records. An email shall be sent to the Coordinator 1 – Purchasing, Warehouse, and Graphics. The email must include the fixed asset number, description of equipment, and reason for deletion. All equipment that is replaced shall be removed from the site/office and sent to central receiving once the Coordinator –Purchasing/Warehouse/ Graphics receives the appropriate information.
- B. Stolen/Vandalized Equipment - Equipment that is stolen or vandalized shall be immediately reported to the office of the Assistant Superintendent – Business Services via electronic mail (email). A police report must be completed at the time of the loss. All forms shall be sent to the Office of the Assistant Superintendent – Business Services. Equipment that is vandalized shall be removed from the site/office and sent to central receiving.

Supplemental procedure:

- a. A Theft and Damage Report Form (Form 3201-2) shall be completed and forwarded to the Assistant Superintendent – Business Services.
- b. Police and Sheriff offices, whichever is applicable, shall be informed.
- c. For replacement of stolen or damaged items not repairable, a requisition may be issued and directed to the Assistant Superintendent – Business Services for processing. Items a, b and c must be completed prior to equipment replacement.

Disposal of Technology Equipment

When a school site has technology equipment that they deem to be unusable, obsolete, or no longer needed, the school site Technology Specialist shall follow the Equipment Replacement instructions set forth above. Once the equipment arrives in the warehouse, the Lead Warehouse Person shall contact the Coordinator - Data Processing to review the equipment for use elsewhere within the District. The evaluation shall include, but not be limited to, the following equipment.

1. Reusable memory, harddrive, network card, power supply, floppy drive, CD Rom, etc.
2. Laptop and accessories.
3. Printers and peripheral equipment.
4. Televisions, VCRs, cell phones, projectors, sound and video equipment

If the equipment is deemed to be useful, the fixed asset number and new location shall be provided to the Coordinator – Purchasing/Warehouse/Graphics.

Once the equipment has been deemed to be unusable, obsolete, or no longer needed and the value is less than \$2,500, the Coordinator 1 – Purchasing/Warehouse/Graphics shall arrange for the disposal. If there is a disposal cost for technology equipment, the appropriate school site/department shall be responsible for the cost.

APPROVED: 06/07/05

AMENDED:

DISTRICT SUPERINTENDENT
PLEASANTON UNIFIED SCHOOL DISTRICT
PLEASANTON, CALIFORNIA