

SECTION: PROPERTY

TITLE: DISPOSAL OF OBSOLETE-
OUTDATED EQUIPMENT

ADOPTED: May 15, 2017

REVISED:

EPHRATA AREA SCHOOL DISTRICT

	<p style="text-align: center;">706.1. DISPOSAL OF OBSOLETE-OUTDATED EQUIPMENT</p> <p>1. Purpose The Board of School Directors requires all equipment and supplies that are obsolete, outdated, or no longer required and not anticipated to be required in the future by the school district to be disposed of in an equitable manner and to maximize any revenue that may be realized in the disposition of the asset.</p> <p>2. Authority The Superintendent or designee shall be authorized to dispose of obsolete, outdated, or unneeded equipment. A list of these items will be reported to the Board. Equipment to be replaced may be traded in on new equipment as part of the purchase procedure.</p> <p>3. Guidelines While the policy is intended to properly account for the disposal of equipment, it is not the intent to make the procedure so cumbersome as to cost the district more for the disposal of said equipment than what may be recovered from its sale.</p> <p>The disposal of equipment, at the discretion of the Superintendent or designee, may be handled as follows:</p> <ol style="list-style-type: none"> 1. Sealed bids, item awarded to highest bidder. 2. Negotiated sale, if no bids received (Board approval). 3. Public Auction. 4. Sale to another educational institute that offers the highest price. 5. Use of internet sales method (i.e. e-Bay, Craigslist, Public Surplus, or other e-commerce site as approved by the Superintendent or designee). 6. Gift.* 7. Scrap or Recycle.** <p>*Offering the equipment, as is, to municipal townships, governments, and non-profit organizations. The receiving organization agrees to transport equipment at their own</p>
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<p>4. Delegation of Responsibility</p>	<p>cost from the district.</p> <p>**If the item has no material value, the item will be scrapped or recycled after any usable parts are salvaged.</p> <p><u>Textbooks</u></p> <p>Obsolete or outdated textbooks shall be disposed of in the following general priority:</p> <ol style="list-style-type: none"> 1. Placement in classrooms as supplemental materials. 2. Sold to commercial used book purchasers by quotation. 3. Sold to private schools by quotation. 4. Donated to charitable organizations. 5. Given to students as supplemental materials at home. 6. Discarded. <p><u>Computers and Related Equipment</u></p> <p>Computer or electronic equipment that is deemed to have sensitive information stored on its hard drive or in memory will have those storage components destroyed. If this service is provided by a contractor, the district will require receipt of a certificate of destruction.</p> <p><u>Removal from District</u></p> <p>Under no circumstances are materials or equipment to be removed from the school district, whether discarded or considered surplus by the school district, without specific permission from the Superintendent or designee.</p> <p>The Business Manager or designee 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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 707, 708, 709, 807.1</p>
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