

SCHUYLKILL VALLEY SCHOOL DISTRICT

Book	Policy Manual
Section	700 Property
Title	Disposal of Surplus Property, Equipment, Supplies, and Textbooks
Code	706.1
Status	Active
Adopted	June 23, 2014
Last Revised	August 26, 2019

Purpose

Unneeded surplus and obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage.

When it has been determined that any real or personal property is obsolete or unneeded surplus and should be exchanged for other property, the Board authorizes that such property may be sold or exchanged in accordance with the following provisions:

1. The property is no longer required for its originally intended purpose.
2. The property is considered out-of-date, obsolete, or in unusable condition.
3. The property is in quantities exceeding any possibility of effective use by the district.

Authority

Any supervisor or administrator may recommend the need to dispose of surplus property, equipment, supplies, or textbooks. Supervisors will submit a list of any items which they designate unneeded, unusable, severely worn, obsolete, surplus, and/or unserviceable to the Business Manager. This information, if approved, will then go to the Superintendent for approval.

Delegation of Responsibility

Determination as to whether any of the stated criteria apply to property possessed by the district shall be made by the Superintendent, who may delegate this responsibility, provided that all requirements of this policy are met.

The Business Manager shall be responsible for arranging for disposition of all obsolete or surplus property. As necessary, s/he may call upon other staff personnel to develop criteria to aid in this identification.

The Superintendent, or designee, will submit a list of all such items disposed to the Board.

Guidelines

Disposal Methods

The Superintendent shall determine the means of disposing of obsolete or surplus property.

Disposal of all items with an estimated value of \$2,000 or more shall require approval of the Board of Directors prior to disposal. Items disposed with an estimated value of less than \$2,000 shall be reported to the Board. The report shall include a listing of the items disposed, the method of disposal, and the cash received/costs incurred for the disposal of the items.

Some items have no sale value. Such items may be deposited in dumpsters, hauled to a local landfill, or removed by a recycling company. These items also may be donated to charitable organizations. In no case, however, shall items be deposited in dumpsters and then removed by employees and converted to their own use.

Items of some value may be disposed of in the following ways:

1. Public sale or online auction.
2. Salvage scrap.
3. Negotiated sale (normally used when disposing of items of substantial value, e.g., real estate).
4. Sealed quotes.
5. Prepriced sale (large quantities of obsolete or surplus furniture and equipment may be sold by this method).
6. Trade-in on new equipment.
7. Donation to charitable organizations.
8. Discard.

If an item is to be discarded and an employee wishes to obtain it, he/she must receive written permission from the building principal, business manager or Superintendent of Schools.

Real Estate

The disposal of all real estate shall require approval of the Board and is regulated by Sections 707, 708, and 709 of the Pennsylvania School Code, as well as all other laws or regulations governing the sale of land or buildings. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Computers and Related Equipment

Regarding disposition of computers and related equipment, the Business Manager and technology department shall recommend a means of disposal to the Superintendent. The Superintendent is authorized to give final approval of disposition. Disposal may include dismantling for parts, recycling, or donation.

Textbooks

Obsolete or outdated textbooks shall be disposed of in the following general priority:

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.

Recordkeeping

The Business Manager 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. Such records shall be maintained for a minimum of three (3) years.

Disposal of obsolete or surplus property shall be made in accordance with the appropriate section of the Pennsylvania School Code and may be approved by the Superintendent.

Legal	1. 24 P.S. 707
	2. 24 P.S. 708
	3. 24 P.S. 709