



Book	Policy Manual
Section	700 Property
Title	Surplus or Obsolete Equipment
Number	706.1
Status	Active
Adopted	January 15, 2009
Last Revised	June 15, 2017

Purpose

From time to time the Joint Operating Committee may wish to declare certain properties as no longer having value to the school.

Authority

When it has been determined that any equipment is obsolete or unneeded surplus and it should be exchanged for other equipment or discarded, the Joint Operating Committee authorizes that such property may be disposed.

Delegation of Responsibility

The Executive Director or designee shall be responsible for identifying all obsolete or surplus equipment. As necessary, s/he may call upon other staff personnel to develop criteria to aid in this identification.

Disposal Methods

Any of the following methods may be utilized to dispose of equipment:

- Donated to the sending school districts; item offered, as is, to participating districts.
- Sealed bids; item awarded to the highest bidder.
- Public Auctions.
- Use of Internet sales method.
- Donated- offering the equipment, as is, to nonprofit organizations. The receiving organization agrees to transport the equipment at their cost.
- Scrap or recycle - if the item has no functional value, the item will be scrapped or recycled after usable parts are salvaged.

Computer or electronic equipment that is deemed to have sensitive information stored on its hard drive or in memory will have these storage components erased and/or destroyed. If this service is provided by a contractor, the school shall require receipt of a certificate of destruction.

Removal from UBCTS

Under no circumstances is equipment to be removed from the school, whether discarded or considered surplus by the school, without specific permission from the Executive Director or designee.

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 the property, method of disposition, and value received.

Last Modified by UBCTS Policy Staff on June 16, 2017