



*To nurture curiosity, resilience and joy in all*

---

## POLICY 562 DISPOSAL OF EQUIPMENT AND ASSETS

The Board of Education believes that assets that are surplus to the needs of the District or are at the end of their useful life are to be disposed of at fair market value.

The Board recognizes that District assets are purchased with public funds and are to be disposed of efficiently and transparently.

The Board authorizes the Secretary Treasurer to develop and implement procedures for the disposal of surplus assets.

### Guidelines

1. Equipment and assets determined to be obsolete or surplus to the requirements of the District may be disposed only with the authorization of the Secretary Treasurer.
2. For items estimated to be under \$3,000 dollars in value, the method of sale shall be determined by the Secretary Treasurer. Items over \$3,000 dollars in value shall be offered for sale by the soliciting of sealed bids or public auction, provided that such an auction is advertised sufficiently in advance.
3. When planning for the disposal of surplus assets the Secretary Treasurer shall consider:
  - 3.1. In cases of replacement, surplus assets may be offered for trade-in purposes with proceeds used to reduce the cost of the replacement items.
  - 3.2. The disposal of a medium with information capacity must be done in a manner to protect the privacy and security of the stored information.
  - 3.3. If sale of the item has proven unsuccessful, the item may be donated, recycled or discarded.