

# UNIONVILLE- CHADDS FORD SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: DISPOSAL OF SURPLUS  
PROPERTY, EQUIPMENT,  
SUPPLIES AND TEXTBOOKS

ADOPTED: February 17, 2015

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">706.1. DISPOSAL OF SURPLUS PROPERTY, EQUIPMENT, SUPPLIES AND TEXTBOOKS</p> <p>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.</p> <p>When it has been determined that any real or personal property is obsolete or unneeded surplus and should be sold or exchanged for other property, the Board authorizes that such property may be sold or exchanged in accordance with the following provisions:</p> <ol style="list-style-type: none"> <li>1. The property is no longer required for its originally intended purpose.</li> <li>2. The property is considered out-of-date, obsolete, or in unusable condition.</li> <li>3. The property is in quantities exceeding any possibility of effective use by the district.</li> <li>4. The property, if purchased from restricted funds or acquired from a restricted donation, may be disposed of only in accordance with the restrictions.</li> </ol> <p>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.</p> <p>The Director of Business and Operations 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.</p> <p>The Director of Business and Operations shall submit a request and recommendation concerning the disposition of obsolete and surplus property to the Superintendent for his/her consideration for approval.</p>
--	--



706.1. DISPOSAL OF SURPLUS PROPERTY, EQUIPMENT,  
SUPPLIES AND TEXTBOOKS - Pg. 3

Computers And Related Equipment

Regarding disposition of computers and related equipment, the Director of Business and Operations and Director of Technology and Communications, 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.

Computer and electronic equipment that cannot be sold or donated must be recycled in accordance with state law, by an authorized EPA electronics recycler.

Before disposal by sale, donation or recycling:

1. All hard drives and other data storage devices are to be reformatted or otherwise cleared of all data;
2. Any identifying insignia or inventory control tags are to be removed;
3. Software license agreements on any equipment retaining software to ensure transferability of the software, otherwise the software is to be removed;
4. The party receiving the equipment shall sign an agreement accepting responsibility for the proper disposal of the equipment and releasing the district from liability of such disposal.

Recordkeeping

The Director of Business and Operations 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.

Textbooks And Instructional Materials

Obsolete or outdated textbooks and related instructional materials 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.

706.1. DISPOSAL OF SURPLUS PROPERTY, EQUIPMENT,  
SUPPLIES AND TEXTBOOKS - Pg. 4

3. Sold to charter or private schools by quotation.
4. Donated to charitable organizations.
5. Given to students as supplemental materials for home.
6. Discarded.

References:

School Code – 24 P.S. Sec. 707, 708, 709