

## **DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS**

The board has the authority to declare equipment, supplies, and furniture obsolete and/or surplus. The superintendent or designee will establish procedures for their sale, trade or disposal except that the board will approve of any sales where:

- A. A single unit item has a current value in excess of \$5,000.00 and/or
- B. Multiple items have a total unit value in excess of \$10,000.00

Surplus or obsolete books or other reading materials will be disposed of as follows:

- A. If the reading materials are estimated to have value as reading materials in excess of \$1,000.00 they will be sold at public auction to the person submitting the highest reasonable bid following publication of notice of the auction in at least one (1) newspaper of general circulation in the district at least once each week for two (2) consecutive weeks;
- B. If no reasonable bids are submitted or if the reading materials are estimated to have value as reading materials of \$1,000.00 or less, the district may directly negotiate the sale of the reading materials to a public or private entity; or
- C. If the reading materials are determined to have no value as reading materials or if no purchaser is found, the reading materials may be recycled or destroyed.

Prior to disposing of any surplus texts, other books, equipment, materials or relocatable facilities, the Superintendent or designee will serve written notice in a newspaper of general circulation in the district and to any public school district or private school in Washington State annually requesting such notice. All districts on the list will be notified in writing of the materials and equipment that is available. The material or equipment will be sold to any interested public or private school at its depreciated cost or fair market value, whichever is greater. Students will have priority in the purchase of texts. Disposition of such surplus property to parties other than public or private schools may take place thirty (30) days after written notice is served.

The preceding notice requirements do not apply to the loan, lease, sale or transfer of assistive devices for the use or benefit of students with disabilities, their parent/guardian, or any public or private nonprofit agency providing education, health or rehabilitation services to individuals with disabilities. Such devices do not need to be declared surplus. The sale or transfer of such devices will be recorded and based on the item's depreciated value. The district will establish and maintain an inventory of assistive technology devices whose value exceeds one-hundred dollars

(\$100.00) and for each device will establish a value that will be adjusted annually to reflect depreciation.

“Assistive device” means any item, piece of equipment, or product system, whether acquired commercially off-the-shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of students with disabilities.

Funds derived from the rental, sale or lease of student transportation equipment will be placed into the transportation vehicle fund. Funds derived from the sale of equipment, supplies, and furniture will be placed into the general fund.

Legal References:                   RCW 28A.155.160 Assistive devices — Interagency cooperative agreements — Definitions  
                                          RCW 28A.335.060 Surplus school property — Rental, lease or use of — Disposition of moneys received from  
                                          RCW 28A.335.090 Conveyance and acquisition of property — Management — Appraisal  
                                          RCW 28A.335.180 Surplus texts and other educational aids, notice of availability — Student priority as to texts  
                                          RCW 28A.335.205 Assistive devices — Transfer for benefit of children with disabilities — Record, inventory  
                                          RCW 39.33.070 School districts and libraries — Disposal of obsolete or surplus reading materials — Procedures  
                                          WAC 392-143-050 Resold School Buses

Adoption Date: 2/12/2007

Revised Dates: **3/26/2020**