Disposal of Surplus Equipment and/or Materials

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other district property are as follows:

1. The principal or department supervisor shall complete an Equipment Transfers, Additions and Deletions form and send to Purchasing.

2. Surplus Equipment
   a. Equipment having no further use at a particular school or department will be identified on an Equipment Transfers, Additions and Deletions form, approved and signed by the school principal or appropriate administrator. Pick-up of surplus equipment will be coordinated by Purchasing. Buildings will call Purchasing to request such pick-ups.
   b. Purchasing will sort equipment into that which can be used at other sites and equipment which no longer has any value to the district. Items determined by the Purchasing manager as unsalable will be disposed of at the local landfill or metal recycling yard.
   c. Purchasing will conduct public auctions or request sealed bids for sale of unusable items. In lieu of public auction, the district may dispose of surplus through the state of Washington surplus yard.
   d. Surplus portable buildings determined by school facilities as unusable and non-movable will be destroyed on site.

3. If, after following the above procedures, surplus materials remain, the administrator in charge of purchasing is authorized to dispose of or discard those materials in the best interest of the district.

4. Surplus library materials (books, film, kits, etc.).
   a. At any time of the year, librarians may send surplus library materials to Library Services for discard processing. Library Services shall review these materials to determine whether they should be surplused. The surplus materials will then be displayed on a continual basis at Library Services.
   b. At any time of the year, district staff may review/select any of those surplus library materials which they find useful in their teaching or work assignment.
   c. During the month of May students, parents, non-public schools and citizens will
be able to purchase surplus books.

d. After the yearly surplus library materials sale, Purchasing will remove unsold items for disposal.

e. Intact collections, including card catalogs from libraries of schools which are to be closed, may, upon recommendation of the superintendent, be disposed of in accordance with the laws and regulations of the state of Washington.

5. Surplus texts and related materials (books, films, kits, etc.) for district schools and students.

a. School use by district personnel:

Texts and other books having no further use at a particular school will be identified on a completed surplus materials form, approved, and signed by the school principal. Pick-up of these surplus texts and other books will be provided by Purchasing. Buildings will contact Purchasing to request pick-ups.

A composite listing of all materials will be developed by the Textbook Depository and made available to all staff requesting such. District staff may use any of these materials in their teaching assignments.

b. Purchase by district students:

Students and parents may purchase the surplus books at the schools for a cost determined by the principal or designee. All books sold will be stamped with a “surplus” stamp.

Funds from the sale of surplus books at a school will be deposited in a district account for textbook replacement and the money earmarked for the school from which the books were sold.

c. Consolidation of surplus books:

Warehouse personnel will pick up unclaimed books for sale. The books will not be offered for sale as individual items after they have been packaged for bulk sale.

d. The superintendent/designee at his/her discretion may commence the procedures for disposing surplus texts and other books at any time if it would be in the best interest of the district.

e. Reading materials of value greater than $1,000 must be sold at public auction
to highest bidder following publication of notice of the sale in a newspaper of general circulation in the school district. If no reasonable bids are submitted and the reading materials are estimated to have a value of $1,000 or less, Purchasing may directly negotiate the sale of the reading materials to a public or private entity.

Legal References:

RCW 28A.335.280 Surplus Texts and Other Educational Aids, Notice of Availability- Student Priority as to Texts


RCW 39.34.080 Contracts to Perform Governmental Activities Which Each Contracting Agency is Authorized to Perform.

Approved 2/22/02