

## **Disposal of Equipment and Materials Policy**

### **General Statement:**

The Director shall set procedures for obsolete books, equipment and supplies in accordance with the following:

- All sales of obsolete equipment and supplies shall be reported to the Board.
- No private sale shall be made of District property.
- The highest price possible will be sought.
- Sales will be published in advance of the sale date.

### **Equipment Deletions:**

- A. Approval – Deletion forms are prepared by the staff when ready to dispose of surplus fixed asset (inventoried) items and submitted to the Director for processing.
  1. The deletion form must be completed in detail to better help determine the disposal method.
  2. Depending on condition, technology, and use, deleted items may be offered for redistribution to other charter schools, offered for sale to the public or junked.
  3. The Director will determine the disposal method and, if applicable, the process used for advertisement and public sale.
  4. A follow up report will be provided to the Board.

# Deletion of Inventoried Equipment & Materials

## Directions:

- This form is used to delete and dispose of inventoried equipment items surplus to the program needs.
- Attach a copy of this form on the item that is being deleted.

## Part A – Completed by the program deleting the equipment

Program Name \_\_\_\_\_ Location \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Inventory Number \_\_\_\_\_ Budget Code: \_ - \_ - \_ - \_ - \_ - \_ -

Item Description (include mfg & model)

\_\_\_\_\_  
\_\_\_\_\_

Reason for deletion and condition of item

\_\_\_\_\_  
\_\_\_\_\_

Disposal Recommendation: (Check One)

Trade-In \_\_\_\_\_ Attach this form to purchase requisition

Junked \_\_\_\_\_ Not usable

Surplus \_\_\_\_\_ Usable, has value

Other \_\_\_\_\_ Theft or missing, may require theft report

If the Item is a computer: Previous User

Staff Name \_\_\_\_\_

Administrator Name \_\_\_\_\_

Clerical Name \_\_\_\_\_

Or Student Use Only \_\_\_\_\_

## Part B – Signatures

Preparer Signature \_\_\_\_\_

Date \_\_\_\_\_