

DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS

Please follow the timelines listed and all laws/guidelines for the annual surplus process:

- Must follow Board Policy 6881 and all state laws.
- School District curriculum and equipment are publicly owned and cannot be thrown away (unless unsafe, not usable), given away, or taken.
- The state requires all items to be approved by the Eastmont Board and then put up for public auction.

Anytime: Office Manager/designee notifies staff of the surplus process and asks for all required info for each surplus item and adds the info to the school's copy of the "Eastmont Surplus and Storage List". **Due May 21st.**

All items are to be boxed up, if possible and clearly labeled with (see "Eastmont Surplus and Storage List" label tab).

The Building Administrator or Department Manager will, at a minimum, annually prepare a list of all equipment, instructional materials, or supplies that are no longer needed in their building or department. The list will provide the following information:

- Textbooks:
When preparing lists of books, these lists should include:
 1. Subject area;
 2. Title;
 3. Grade level;
 4. Copyright date; and
 5. Reason for declaring the material surplus or obsolete.
- Building furniture, equipment, or other supplies:
When preparing lists of furniture, equipment, or other supplies these lists should include:
 1. District Inventory/ID Number;
 2. Make/Model;
 3. Description of Item; and
 4. Reason why it is no longer needed in Building/Department.

May 26th: Office Manager/designee emails Eastmont staff to see if anyone in the District could use items on the school's surplus list. Requested items* are removed from the school's surplus list. **Due May 28th.**

May 31st: Library Book surplus list is due at this time. **Due May 31st.**

June 1st: Office Manager submits completed surplus list to Elementary or Secondary Director for review. **Due May 31st.**

June 2nd: Director reviews and submits all surplus to Superintendent’s Secretary and all District Storage to the Maintenance Director. **Due June 4th.**

June 1st-12th: School Board Review of District Surplus list.

Late July: Maintenance picks up all surplus items from schools.

* = If maintenance is needed to move an item to a requesting school: Item is required to be clearly labeled (see “Eastmont Surplus and Storage List” label tab) and will only be moved once.

A. The value of textbooks will be established as follows:

New Books Purchased During Current Term	Full Cost
Books that are 2 years old	80%
Books that are 3 years old	60%
Books that are 4 years old	40%
Books that are 6 years old	20%
Books that are over 6 years old	0%

B. Technology Equipment: When the Technology Department prepares lists of technology equipment, these lists should include:

1. District Inventory/ID Number;
2. Make/Model of equipment;
3. Description of Item; and
4. Reason why it is no longer needed in Building/Department.

C. The items will then be presented to the School Board as declared surplus and obsolete with a recommendation for their approval/acceptance.

D. Interested public and private schools will be notified electronically via Public Surplus of the period in which they will have an opportunity to view and/or purchase the obsolete and/or surplus item.

E. The remaining item will be available for purchase by the general public.

F. The District will publicize this sale via Public Surplus which will be open to the general public.

G. The Board will specify the nature and conduct of any sale of property which exceeds the limits specified in Policy 6881.