

## **PROCEDURE FOR DISPOSING OF ANY DISTRICT PROPERTY**

1. Each year, and as often throughout the year as necessary, building administrators and secretaries should identify obsolete or surplus equipment and supplies within their area(s) of responsibility.
2. Items put in storage are meant for short term storage, unless the items are used on an annual basis for a particular event, i.e. farm day, graduation, or field day.
3. Check with your building to see if anyone else can use the item/equipment that you no longer want. If no one wants it in your building, check with the entire district.
4. If the item/equipment is not needed, fill out the District Property Disposal Form and submit it to the Director of Facilities.
5. The form should be submitted to the Director of Facilities, and consist of a complete description of the item (including serial number, if applicable) and reason for disposal.
6. The Director of Facilities will make a decision of whether the item should be relocated, saved, sold, donated, or discarded, based on the following criteria:
  - a. The item/equipment is broken and unrepairable.
  - b. The item/equipment exists in quantities exceeding the possibility of effective use by the District.
  - c. The item/equipment is educationally unsound, out-of-date, inaccurate, or in an unusable condition.
  - d. The item/equipment is occupying space that could otherwise be used for educational programs and is not in current demand or is not anticipated to be in demand in the foreseeable future.
7. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.
8. The Director of Facilities will submit the "District Property Disposal Form" to the Business Office for Board approval.
9. Once the list of items has been approved by the Board of Education and the approved action may be taken.

## **DISTRICT PROPERTY DISPOSAL FORM**

*Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. The Director of Facilities will determine if the items may be relocated, saved, sold, donated, or discarded. **NOTE: Permission must be obtained from the Director of Facilities prior to disposal or removal of any district property.***

Name of Person Requesting Disposal of District Property: \_\_\_\_\_  
(please print)

### **INSTRUCTIONAL MATERIALS**

- Library books
- Textbooks
- Other \_\_\_\_\_

### **FURNITURE**

- Student Desks
- Student Chairs
- Cafeteria Tables
- Teacher/Office Desks
- Teacher/Office Chairs
- File Cabinets
- Computer Desk
- Other \_\_\_\_\_

### **SUPPLIES**

- Wood
- Paint
- Copper/Metal
- Wire
- Light bulbs
- Batteries
- Chemicals
- Other \_\_\_\_\_

### **EQUIPMENT**

- Computer
- Computer Monitor
- Printer
- Copier
- Vacuum
- Floor Polisher
- Mop/Broom
- Buckets
- Garbage Can
- Lawn Mower/tractor
- Plow
- Ladder
- Other \_\_\_\_\_

Quantity \_\_\_\_\_



Hopewell Valley School District

**District Storage Record**

Please Note: This is to be attached to any item that is to be stored in storage. If not attached, it will not be stored.

Contact Name: \_\_\_\_\_

Item: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**District Storage Record**

Please Note: This is to be attached to any item that is to be stored in storage. If not attached, it will not be stored.

Contact Name: \_\_\_\_\_

Item: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_