

**No. 706.1-AR
SCHOOL DISTRICT OF SPRINGFIELD TOWNSHIP
ADMINISTRATIVE RULE**

706.1 - AR. DISPOSITION OF SURPLUS PROPERTY

The following steps will be used in the disposition of all excess materials, furniture, and equipment which is no longer deemed usable for School District use:

1. No materials, furniture, or equipment, or other surplus property will be disposed of while it is useful to instructional programs.
2. The administrative staff will identify materials, furniture, or equipment that is obsolete or not needed for school purposes and will notify the Business Administrator on an annual basis. The Business Administrator will inform the Board of the intent to dispose of any surplus property.
3. If the Board approves the disposal of the property, an advertisement will be placed in local newspaper(s) to inform the public that certain materials, equipment, and furniture are available for sale. The Business Administrator will solicit estimates to determine a reasonable value for such equipment to be sold.
4. After values are obtained, the School District will solicit (by varying means for various items) price quotations or bids from prospective buyers.
5. If a date is set for receipt of price quotations or public sale, no disposal of materials, equipment or furniture will be made until that date. After the date of the sale, the Business Administrator or a designee may dispose of any unsold materials, equipment and furniture for any price s/he deems fair.
6. The Business Administrator will accept the highest price offer for each item, unless s/he feels that the item is worth more than the highest offer. S/He may decide to retain the item for future sale. S/He may decide to retain the item for future sale. S/He may give away materials, furniture, or equipment without financial remuneration, if no sale is possible, if storage space is inadequate, or it is deemed in the best interest of the School District to dispose of the property. All such items approved by the Board will be listed, and a record of the disposition shall be maintained for an appropriate period of time.

7. No employee will purchase any items for himself/herself except as they shall be purchased at public sale.
8. All property will be disposed of in an "as is" condition with no warranties.
9. If any property remains unsold after the procedures set forth above have been followed, the surplus property may be donated to other not-for-profit or governmental agencies. The Superintendent shall inform the Board when this occurs.
10. The following additional procedures must be followed for the disposal of any computer equipment (the "Equipment):
 - a. Computer equipment that cannot be sold or donated must be recycled by an authorized EPA electronics recycler.
 - b. Before disposal by sale, donation or recycle:
 - i. (insert appropriate personnel) shall inspect the equipment to ensure that:
 1. All hard drives are reformatted;
 2. Any identifying insignia or control tags are removed.
 - ii. The Director of Technology or designee shall review software license agreements on any equipment retaining software to ensure the transferability of the software. If software is not transferable, it shall be removed.
 - iii. The Director of Technology or designee shall ensure that the party receiving the equipment signs an agreement accepting responsibility for the proper disposal of the equipment and releasing the District from liability for such disposal.