



SECTION IX

DISPOSAL OF

SURPLUS EQUIPMENT

A. PROCEDURE

The administration approves the disposal of surplus property to the best advantage of the institution, taking account the cost and practicality of the various methods available.

Items purchased as capital equipment may be traded-in or sold to equipment dealers in accordance with bids or quotations secured by the purchasing official. The Board of Education must approve the disposal of all capital equipment used as a trade-in for new equipment.

Procedure for disposal of surplus equipment may be as follows:

1. Secure from Principal or designee an "Equipment Storage at Central Warehouse/ Disposal Form" and complete each item.
2. Return completed form to Principal or designee. The decision to utilize this equipment in another area of the building will be made at this time.
3. If the item(s) cannot be used elsewhere in the building, the Form is forwarded to the purchasing official.
4. The purchasing official offers the item(s) to all other school Principals for use in their buildings on a first come, first serve basis.
5. If no principal requests the item(s) for their use, offer them for sale to employees. Post a notice in all buildings explaining the rules and procedures for procuring these items.
6. Some institutions offer a general sale or auction to the public before offering items to employees.

B. SAMPLE FORMS

1. Surplus Sale Form
2. Surplus Equipment Disposal/Storage at Central Warehouse Form
3. Statement of Understanding Upon Purchasing of Property
4. Board of Education Policy

SURPLUS SALE

PLEASE POST

To: All Principals

All Business Clerks

All Building and Grounds Managers

Re: Surplus Property Sale

In accordance with the Board's policy on the sale of surplus equipment, the attached item(s) are available for sale to District Employees ONLY. Employees wishing to inspect these items may contact the District Warehouse for an appointment to view the items. The sale of these items will end on (time and date). Any reasonable offer will be accepted.

If an employee wishes to buy any of these items, they must....

- Submit a proposal on a plain white sheet of 8½ X 11 inch paper.
- Indicate the item number(s) next to your bid proposal(s).
- Sign the bid.
- Send the bid to the Purchasing office in a sealed envelope marked "Surplus Bid" before the due date.

The winning bidder will be notified by the Director of Purchasing. Upon notification, the winning bidder will pay the full amount and remove the equipment within seven (7) days. Payment may be made via check payable to _____ School District.

NOTE:

Items are being sold in an "as is" condition WITHOUT ANY WARRANTY OF MERCHANTABILITY OR IMPLIED WARRANTY FOR FITNESS FOR A PARTICULAR PURPOSE. The purchaser is responsible for any needed repairs, and all sales are final.

SURPLUS EQUIPMENT DISPOSAL / STORAGE AT CENTRAL WAREHOUSE FORM

WHAT IS THE ITEM? _____

WHAT DEPARTMENT IS IT USED IN? _____

DESCRIPTION OF ITEM: BRAND NAME: _____

DIMENSIONS: L _____ W _____ H _____

WEIGHT: _____

MODEL NUMBER: _____

SERIAL NUMBER: _____

WORKING CONDITION? _____

AGE OF ITEMS? _____

OTHER DESCRIPTIVE COMMENTS: _____

WILL THIS ITEM BE USED BY YOU AGAIN?

IF YES, WHEN? _____

IF NO, WHY? _____

WHAT WAS THE ORIGINAL VALUE OF THIS ITEM (ESTIMATE)? _____

WHAT IS THE PRESENT VALUE (ESTIMATE)? _____

BUILDING: _____

ORIGINATOR: _____

BUILDING ADMINISTRATOR: _____

DATE: _____

STATEMENT OF UNDERSTANDING UPON PURCHASE OF PROPERTY

In consideration of the Board of Education, selling the following described property to the undersigned, the undersigned enters into the following agreements and understandings:

1. The property is purchased on an "AS IS" basis.
2. The undersigned acknowledges that neither the Board of Education nor any representative thereof has made any warranties or representations or commitments of any kind that the property is in any particular condition or that the property is in a safe condition or that it is usable for any particular use.
3. The undersigned recognizes that the use of the property could result in an injury, and agrees that the undersigned will not make any claim against the Board of Education or its employees or representatives resulting from an injury to the purchaser or any person using the property which has been purchased.

DATED: _____

PURCHASER OF PROPERTY: _____

ADDRESS: _____

CITY / STATE / ZIPCODE: _____

AREA CODE / TELEPHONE NUMBER: _____

SIGNATURE: _____

SCHAUMBURG COMMUNITY CONSOLIDATED SCHOOL DISTRICT 54

BOARD OF EDUCATION POLICY

DN/DN-R

(Fiscal Management)

DISPOSAL OF DISTRICT PROPERTY

The District will dispose of excess District property within established methods set by the Board.

Administrative Guidelines

- A. The Superintendent, or designee, shall have the responsibility for determining when District property is not needed for District purposes. Property so designated shall be disposed of through one or more of the following procedures:
1. An item having a fair market value of less than five hundred dollars (\$500.00) may be disposed of by the Superintendent, or designee, without Board approval.

When disposing of such items the following priorities shall apply:

- a. Whenever possible, items shall be used for trade-in value on the purchase of new equipment and materials.
- b. Items that cannot be traded in shall be offered periodically for sale if a resale market exists.
- c. Items that cannot be traded or sold may be donated to a requesting agency with preferences being given to local non-profit organizations.
- d. Items that cannot be traded, sold, or donated may be disposed of by the most efficient and environmentally sound means available.

2. An item having a fair market value of more than five hundred dollars (\$500.00) may be disposed of by the Superintendent, or designees with Board approval.

When disposing of such items the following priorities shall apply:

- a. Whenever possible, items shall be used for trade-in value on the purchase of new equipment and materials.
 - b. Items that cannot be traded shall be offered periodically for sale if a resale market exists. The sale shall be advertised. The District shall reserve the right to reject all bids.
 - c. Items that cannot be traded or sold may be donated to a requesting agency with preferences being given to local non-profit organizations.
 - d. Items that cannot be traded, sold, or donated may be disposed of by the most efficient and environmentally sound means available.
- B. All property disposed of through sale, donation, or trade shall be on an "as is" basis. The person or agency receiving the property shall be responsible for delivery. All property shall be disposed within the limits of established laws and ordinances.