



**BRANDYWINE
HEIGHTS**
AREA
SCHOOL
DISTRICT

Book	BHASD Policies
Section	700 Property
Title	Disposal of Surplus Property, Supplies, and Equipment
Code	706.1
Status	Active
Adopted	December 3, 2018

Purpose

When school or school district property such as textbooks, instructional materials, equipment, and supplies become obsolete or unnecessary for educational purposes as determined by the professional staff, the school district shall sell or dispose of the property in both an environmentally responsible and secure manner in accordance with applicable state and federal laws.

Authority

The Board directs that adequate property and inventory records be maintained on all land, buildings, and physical property under the control of the district.

The Board directs that a complete inventory be maintained by physical count of all district-owned fixed assets as defined in Policy 625 - GASB Statement 34. It further directs that property records be maintained of all buildings and grounds under the control of the district. Such records shall be updated annually.

The sale of any such property must receive prior authorization by the Board in accordance with the following policy. The district will strive to comply with any federal/state government regulations.

When it has been determined that any real or personal property is obsolete or unneeded surplus and should be exchanged for other property, the Board authorizes that such property may be sold or exchanged in accordance with the following provisions:

1. The property is no longer required for its originally intended purpose.
2. The property is considered out-of-date, obsolete, or in unusable condition.
3. The property is in quantities exceeding any possibility of effective use by the District.

Definitions

Equipment - refers to instructional and sports-related equipment as well as equipment related to food service, transportation, and the maintenance department. It includes but is not limited to production, recording, computing, printing, laboratory equipment, kitchen appliances, vehicles, and maintenance equipment.

Textbooks and Library Books - include materials which are used as the basic source of information in any class or the library and may include literary works, collections of musical selections designed for instructional purposes, laboratory manuals, audiovisual materials and software. Textbooks can also be sample materials obtained from publishers.

Supplementary Instructional Materials and Supplies - are used to enrich the approved curriculum. They include but are not limited to workbooks, periodicals, audiovisual aids, and computer software. Instructional supplies are those used for instruction including paper, pencils, art, and sports-related supplies. Materials and supplies in kitchens, garages, and custodian offices include but are not limited to paper products, pots and pans, and cleaning supplies.

Delegation of Responsibility

Determination as to whether any of the stated criteria apply to property possessed by the District shall be made by the Business Manager.

Guidelines

Equipment

Any administrator may recommend the need to dispose of specific materials. Administrators will submit a list of any equipment or supply items which they designate as unneeded, unusable, severely worn, obsolete, surplus, and/or unserviceable to the Assistant to the Superintendent for technology-related equipment or the Director of Facilities for all other equipment. Approved lists should then be forwarded to the Business Manager. After it is determined that those items cannot be used elsewhere in the district, the Business Manager will, on a periodic basis, submit a list of all such items to the Board to be considered for disposition, prior to the sale.

Textbooks

Any administrator may recommend the resale or disposal of specific textbooks. Administrators will assess these curriculum requirements annually and submit a list of any textbooks which they designate as surplus to the Assistant to the Superintendent. Approved lists should then be forwarded to the Business Manager. After it is determined that those items cannot be used elsewhere in the district, the Superintendent will submit a list to the Board to be considered for resale or disposition.

Disposal Methods

The building principal or department supervisor where the property in question is located shall inform the Superintendent or designee of the availability of property that is obsolete or no longer needed in the building or department.

The disposal of any equipment or other property through waste management services must be done in a manner consistent with environmental or other relevant rules and regulations. A determination will be made by the Business Manager, Assistant to the Superintendent, or Director of Facilities or designee that property that contains hazardous waste materials may require special handling in disposal.

All personal identifying or confidential information and licensed software shall be removed from the property before disposal by the school district. Electronic files shall be erased by the District or any agent it retains to ensure that no data can be recovered from the storage media.

Before any type of disposal, a check will be made to find out if the items might be useful at another building in the school district.

When property is considered to have resale value and can be sold at profit, a sale of the property will be arranged. On-site sales, companies that deal in used items, and online auctions are acceptable options for resale. If the school district solicits bids, it reserves the right to reject any or all bids or select a bid other than the highest if, in its judgment, the best interests of the school district will be served.

Property with no resale value may be made available without cost to nonprofit agencies which have use for them. The Business Manager shall ascertain that the nonprofit organization is tax exempt by verification of appropriate documentation. The organization must be willing to pick up the property or coordinate shipping as a condition of the donation.

Books and paper materials for which no use is found will be offered for sale to companies dealing in wastepaper if available. Electronic equipment for which no use is found shall be recycled according to current federal and state environmental regulations and recommendations.

If no alternative means of disposal (e.g., sale, donation) are available, the property will be destroyed by means that are compliant with federal and state law.

Records of fixed assets and electronic equipment shall be removed from school district inventories upon disposal.

Brandywine Heights Area School District employees and related personnel may not receive or accept abandoned or disposed of property except that they may join with others in bidding for or in purchasing items to be sold or as otherwise permitted by the Board.

Funds received from the sale of outdated equipment, supplies, and textbooks shall be deposited in the district's general account. The disposition of outdated equipment and supplies shall be managed by the Business Manager.

Notice of such disposal of property shall be advertised in accordance with bidding and quotation requirements set forth in the School Code.[\[1\]](#)

Consumable materials such as workbooks and laboratory manuals may be disposed of at the discretion of the Superintendent when they are no longer of any value to the district and after other local education agencies and libraries have indicated that they do not want such materials.

A report of property sold by the District will be made to the Board of Directors at the next scheduled meeting after the sale.

Real Estate

The disposal of all real estate shall require approval of the Board of Directors and is regulated by the School Code, as well as all other laws or regulations governing the sale of land or buildings.[\[2\]](#)[\[3\]](#)[\[4\]](#)

Computers and Related Equipment

Regarding disposition of computers and related equipment, the Superintendent or designee shall recommend a means of disposal. The Superintendent is authorized to give final approval of disposition. Disposal may include dismantling for parts.

Accountability Safeguards - Business Manager

It shall be the responsibility of the Business Manager to ensure that the disposal of obsolete or surplus property is in compliance with any applicable local, state, and federal laws, is in accordance with Board policy and procedures, and provides the maximum benefits possible to the school district. The Business Manager shall also ensure that proper internal controls are maintained regarding the sale of surplus property, that the transfer of accountabilities are supported by properly prepared and signed forms, and that all receipts are properly recorded.

Legal

[1. 24 P.S. 807.1](#)

[2. 24 P.S. 707](#)

[3. 24 P.S. 708](#)

[4. 24 P.S. 709](#)

[24 P.S. 510](#)