

Glenbrook High School District #225**BOARD POLICY: DISPOSAL OF SURPLUS ASSETS****5060**

Page 1 of 3 pages

Building level and District administrators are authorized to request approval to dispose of surplus assets. Each request must be in writing to the Assistant Superintendent for Business Services/CSBO or his or her designee to assure compliance with this policy and the process described below. The Board of Education will be given reasonable notice as an information item before items are offered for sale.

Surplus assets may be disposed of using the process below, so long as such disposal is in the best interest of the District. The Assistant Superintendent for Business Services/CSBO will make the final determination.

Priority for Disposal

- A. **Use in Another Department:** The asset may be used by another department within the District.
- B. **Used for Parts:** If an equivalent asset is in use in the district the asset may be used for parts to repair.
- C. **Trade-in or sale to dealer:** The asset may be traded in for a new item or sold to a dealer through a Request for Proposal process.
- D. **Public Auction:** A public auction may be conducted by the Director of Operations. Upon approval from the Assistant Superintendent for Business Services/CSBO, the Director of Operations will contact the requester to:
 - o Set the duration of the auction (standard time frame is 7 days);
 - o Determine lowest acceptable bid (usually this is a dealer trade-in price or other similar value);
 - o Obtain a description of the item.
- E. **Sale via Request for Bid:** Multiple bids for purchase and recycling may be solicited from various vendors through a formal Request for Bid process, and the highest acceptable offer may be accepted.
- F. **Donation:** If the asset cannot be disposed of for monetary value or used elsewhere in the district the asset may be offered as a donation to a not-for-profit organization approved by the Assistant Superintendent for Business Services/CSBO. Other types of recipients for donation may be considered depending on the type and value of the asset.
- G. **Junk:** If the Assistant Superintendent for Business Services/CSBO deems that the fair market value of the asset is not significant enough to warrant sale and all other methods of disposal are unsuccessful, the surplus asset may be recycled or otherwise disposed of.

The Assistant Superintendent for Business Services/CSBO and Director of Operations, their assistants, and any staff member involved in determining the lowest acceptable bid on a surplus asset are not eligible to submit bids on that asset.

REQUEST FOR APPROVAL
DISPOSAL OF SURPLUS ASSET*Disposal of surplus assets must be approved by the Assistant Superintendent for Business Services/CSBO*

Please complete this form in its entirety and forward to the Assistant Superintendent for Business Services/CSBO. Do not dispose of the equipment until the request is approved and a signed copy is returned.

A. Description of Asset

Description of Asset:	
Estimated Current Value:	
Method of Establishing Value:	
Reason for Disposal	

B. Proposed Method of Disposal

<input type="radio"/> Use in Another Department:	
<input type="radio"/> Public Auction:	
<input type="radio"/> Request for Bid:	
<input type="radio"/> Use for parts:	
<input type="radio"/> Sell or Trade-In w/Dealer:	
<input type="radio"/> Donate to:	
<input type="radio"/> Junk:	

Proceed to Approval Section

Purchasing Department Only	
Trade-In or Sale Info.	
If sold, \$ amt & Acct #	\$ Acct:
Purchasing Dept Authorization:	

C. Approval

Requested by: _____
(Print of Type Name)

Supervisor Signature: _____ Date: _____

Approved by: _____ Date: _____
(Assistant Superintendent for Business Services/CSBO)

PROCEDURES FOR IMPLEMENTING BOARD POLICY DISPOSAL OF SURPLUS EQUIPMENT 5060

Section A

Surplus moveable equipment having an original per unit purchase price of \$25.00 or more shall be disposed of through the following procedures:

1. Surplus items to be replaced by a new item:

- 1) Vendors bidding new items to replace surplus equipment shall be requested to include in their bid a specified "trade-in" amount for the surplus item.
- 2) All items to be replaced shall be offered for sale on a bid basis to members of the staff and community, or other interested parties with a minimum requested bid equal to the amount of trade-in offered by the vendor.
- 3) A list of items to be sold shall be posted on the first school day of each month at a public place in each school building.
- 4) Sealed bids shall be submitted to the district business office by the 10th day of each month and all bids shall be opened on the first school day following the 10th day of the month. Sale of items shall be awarded to the bidder(s) whose bid provides the highest profit to the district.
- 5) The director of business affairs reserves the right to refuse all bids or withdraw items for sale for any reason serving the best interest of the school district.
- 6) All transactions must be in cash.

2. Surplus items not to be replaced by a new item:

- 1) All such items shall be offered for sale on a bid basis to members of the staff and community and other interested parties with a minimum requested bid to be set at the discretion of the director of business affairs.
- 2) Procedures shall be the same as outlined in 1. 1) through 6), above.
- 3) If no bids are received on any item, the director of business affairs may resubmit the item for sale the next month or may dispose of the item in any manner which he deems to be in the best interest of the district.

BOARD POLICY: DISPOSAL OF SURPLUS EQUIPMENT

5060

Section A— Disposal of Surplus Moveable Equipment Having an Original Price of Less than \$25.00.

The director of business affairs is authorized to dispose of any surplus moveable equipment having an original per unit purchase price of less than \$25.00 in any manner which he deems to be in the best interest of the district.

Section B— Disposal of Surplus Moveable Equipment Having an Original Purchase Price \$25.00 or more.

1. The director of business affairs shall dispose of any surplus moveable equipment having an original per unit purchase price of \$25.00 or more through a bidding procedure which shall be open to staff, community, and other interested parties.
2. If no bids are received on any item, the director of business affairs may dispose of the item in any manner which he deems to be in the best interest of the district.

Section C— Publication of Policy

The director of business affairs shall publish this policy and bid procedures in a local newspaper in April of each year for the information of staff, community, and other interested parties.