



Book	Policy Manual
Section	Policies for the Board
Title	Copy of DISPOSITION OF SURPLUS PROPERTY
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7310 - **DISPOSITION OF SURPLUS PROPERTY**

The School Board requires the Superintendent to review the property of the Corporation periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The Corporation shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current; and/or
3. worn beyond salvage;

B. Equipment

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds \$ 5,000 () to replace () as a single unit **[end of option]** and does not lose its identity when incorporated into a more complex unit.

The Corporation shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Textbooks

~~The Corporation shall dispose of textbooks in accordance with the procedures described by statute.~~

Before the Corporation mutilates or otherwise destroys a textbook, it shall provide at no cost and subject to availability one (1) copy of each textbook that is no longer scheduled for use in the School Corporation to:

1. the parent of each child who is enrolled in a corporation school and who wishes to receive a copy of the textbook; and
2. if any textbooks remain after such distribution to parents, to any resident who wishes to receive a copy.

If any textbooks remain after such distribution, each school shall store the remainder for at least three (3) months, before disposing of them. A school may sell any of the undistributed texts to another school corporation at any time during the period of storage.

D. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste disposal in compliance with 2 C.F.R. 200.313 and 200.314.

If the Board passes a resolution to close a high school, the Corporation shall develop a plan relating to the preservation or transfer of memorabilia, trophies, or other property that may have historical significance as determined by the Board. The plan shall be made available for public inspection and posted to the Corporation's website.

When there is a residual inventory of unused supplies exceeding \$10,000 in aggregate value at the end of the period of performance, and the supplies are not needed for any other Federal award, the Corporation may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314

When ~~original or replacement~~ equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal ~~awarding~~ agency, the Corporation shall request disposition instructions from the Federal ~~awarding~~ agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal ~~awarding~~ agency.

~~Items of equipment~~ Equipment with a current ~~per unit~~ fair market value of \$5,000 (per unit) or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

Except as provided in §200.312 (b) - Federally-owned and exempt property, ~~paragraph (b)~~, or if the Federal ~~awarding~~ agency fails to provide requested disposition instructions within 120 days, items of equipment with a current ~~per unit~~ fair-market value in excess of \$5,000 - \$10,000 (per unit) may be retained or sold by the ~~non-Federal entity or sold Corporation~~. The Federal ~~awarding~~ agency is entitled to an amount calculated by multiplying the ~~percentage of the Federal agency's contribution toward the original purchase by the~~ current market value or proceeds from the sale by the ~~Federal awarding agency's percentage of participation in the cost of the original purchase~~. If the equipment is sold, the Federal ~~awarding~~ agency may permit the ~~non-Federal entity to deduct and Corporation to retain from the Federal share \$500 or ten percent 1,000~~ of the proceeds, ~~whichever is less, for its selling and handling expenses~~ expenses to cover expenses associated with the selling and handling of the equipment.

The Corporation may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the Corporation shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

When included in the terms and conditions of the Federal award, the Federal agency may permit the Corporation to retain equipment or authorize a pass-through entity to permit the Corporation to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

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