



## DISPOSITION OF SURPLUS PROPERTY

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State law governs the disposal of equipment and other property that has been purchased with taxpayer dollars. Other state laws dictate the method of disposal of items that have been determined by the state to be hazardous waste. In addition, items that have been inventoried and capitalized by the district must be removed from district accounting records when the property is disposed of.

Only the Warehouse Supervisor or the Director of Purchasing has the authority to sell or trade district surplus property. This may be done by competitive sealed bidding, auctions or sales to the public. The Surplus Warehouse is responsible for all surplus property and its sale or redistribution throughout the district. This requirement is mandated by state law and district policy. [See [Administrative Memorandum Number Sixteen.](#)]

Property coming into the Surplus Warehouse must be accompanied with a valid "Equipment Transfer Form" signed by the appropriate person. The only exception is property that is being stored for a school or a department. Property to be stored must be accompanied by a work order.

1. **Surplus Sales to Public:** All surplus items are now sold on **publicsurplus.com.**
2. **Salvage Property:** Will only be sold to salvage yards.
3. **Redistributed Property:** Surplus property is available for re-use by schools and departments. Items may be selected each Thursday from 12:30 to 3:00 p.m. Calls to the Surplus Warehouse to reserve property is not allowed. All items are available on a first come, first served basis.

Even if a site determines an item is of no use, do not throw it in the dumpster. Computers, TVs, and other electronic equipment may contain parts that may be used elsewhere and/or which are considered hazardous waste. Under no circumstances should you get rid of unwanted books by tossing them in the dumpster.