

SCHOOL PROPERTIES DISPOSAL

CI
(REGULATION)

DISPOSAL OF
SURPLUS OR
SALVAGE ITEMS

The Executive Director of Financial Services Division, or designee, shall determine what furniture, equipment, textbooks, library books, or other outdated or unusable materials and equipment should be discarded or destroyed in accordance with the District's disposal procedure as outlined below.

DISTRICT
DISPOSAL
PROCEDURE

Salvage or surplus items shall be disposed of in accordance with the following guidelines:

1. The term "surplus property," as used in this regulation, means personal property (whether or not affixed to real property) that exceeds the District's needs and is not required for the District's foreseeable needs, and includes new or used personal property that retains some usefulness for the purpose for which it was intended or for another purpose.
2. The term "salvage property," as used in this regulation, means personal property (whether or not affixed to real property) that, through use, time, or accident is so damaged, used, or consumed that it has no value for the purpose for which it was originally intended.
3. The appropriate principal or department head shall identify items no longer needed in their program or school.
4. The principal or department head shall submit a Property Transfer Form, listing all the items to be removed, model numbers, serial numbers, CISD barcodes, and other pertinent information to the Resource Services Coordinator to have the surplus or salvage items picked up and transferred to the designated surplus and salvage materials

SCHOOL PROPERTIES DISPOSAL

CI
(REGULATION)

storage area.

5. The designated surplus and salvage materials storage area location will change from time to time according to the District needs.
6. Upon receipt of the items, the Executive Director of Financial Services or designee shall review the items and determine the appropriate disposition of the surplus or salvage items.
7. A list of items determined to be surplus and usable shall be published in an appropriate manner so that it is available to all campuses and departments. Surplus property may be requisitioned by another campus or department. Principals or department heads may request listed items to be utilized in their school or program by submitting the appropriate warehouse requisition form to the Resource Services Coordinator.
8. Appropriate measures should be taken to protect surplus furniture and equipment until its disposition can be effected. Furniture should not be stored outside where it could be damaged by bad weather.
9. The Resource Services Coordinator shall notify the Executive Director of Financial Services of the transfer of any fixed or tagged assets.
10. The disposal of all consumable transportation related items such as: used motor oils, transmission fluids, coolants, batteries and tires, shall be approved through the Resource

ITEMS
DESIGNATED
AS SURPLUS

SCHOOL PROPERTIES DISPOSAL

(REGULATION)

TRANSPORTATION
RELATED ITEMS

Services Coordinator prior to disposal. Note: these items are regulated by the Texas Commission on Environmental Quality (TCEQ) and their guidelines for disposal shall be followed. Items such as starters, alternators, water pumps, batteries and other items that require a “core” deposit can be traded in for the new parts and must be indicated as such on the vendor’s sales receipt. Section 17e of this policy must be followed for disposal of transportation related items.

11. The District may donate expiring and out-of-adoption textbooks to students, employees, community members, or non-profit organizations. Under no circumstances may school districts sell expiring or out-of-adoption textbooks. All purged textbooks will be stamped “Discarded CISD” before disposal. Individuals wishing to receive the out-of-adoption textbooks will be responsible for the transportation from the district.

OUT OF
ADOPTION
TEXTBOOKS

- a. Any textbooks that cannot be donated will be sent to recycling programs for disposal only after all other means of removal have been exhausted.

12. The Financial Services Division will make every effort possible to maximize the utilization of all District assets. The District’s current and future needs will be a factor in determining the disposition of property declared surplus or salvage before such property is disposed of.

ITEMS
DESIGNATED
AS SALVAGE

- a. Any items that are determined to exceed the District's requirements and are not required for the District's foreseeable needs, will be declared as salvage by the Executive Director of Financial Services and will be disposed of as salvage items.

SCHOOL PROPERTIES DISPOSAL

CI
(REGULATION)

- b. All items that have been declared as salvage shall be tagged and clearly marked in some manner as to not to be confused with usable materials prior to any disposal.

13. The potential liability to the District must be considered when determining how to dispose of any District property. If a potential liability exists by selling the property, then such property should be destroyed and disposed of in an approved sanitary landfill. EXAMPLE: Football helmets.

SURPLUS
PROPERTY
POTENTIAL
LIABILITY

14. Property purchased with federal funds, which can no longer be used for the original authorized purpose, may be disposed of. These assets are subject to federal guidelines, which may change on a periodical basis. If the property is disposed of, the surplus records must illustrate that the property was disposed of in accordance with current federal policies and procedures in effect at the time of disposal.

DISPOSAL OF
PROPERTY
PURCHASED
WITH FEDERAL
FUNDS

15. If no secondary use is found for the surplus or salvage items, the property will be disposed of in accordance with policy CI.

16. The means of disposal shall be as follows:

- a. Disposal sales, auctions, or other means of disposal shall be conducted as needed in order to maximize storage space, buyer participation, and revenues

SCHOOL PROPERTIES DISPOSAL

CI
(REGULATION)

earned.

DISPOSAL

- b. Any public sale or auction shall be advertised in the same manner as purchases when the amount is anticipated to be greater than \$5,000.
- c. Auctions will be conducted by a licensed Auctioneer that has been contracted through the District's bid process and must be an approved vendor.
- d. District employees are allowed to purchase District surplus or salvage property but are not entitled to any preferential treatment. Sales to District employees during the normal work day are prohibited. Employees must conduct their personal business on their own time.
- e. Items determined to be salvage, surplus, or unusable shall be disposed of in one of the following ways:
 - 1. Sale by public auction.
 - 2. Sale by sealed bid.
 - 3. Fixed-Price sale.
 - 4. Trade-in on new equipment.
 - 5. Sold for scrap value.
 - 6. Salvage for usable parts.
 - 7. Donation to students, community members or staff.
 - 8. Donation to non-profit organizations.
 - 9. Vendor disposal as included in scope of work.
 - 10. Disposed of as trash.
 - 11. Destroyed and made unusable.

SCHOOL PROPERTIES DISPOSAL

CI
(REGULATION)

12. Payment for disposal.

f. The District may offer surplus or salvage property as a trade-in on new property of the same general type when such exchange is in the best interest of the District. All trade-ins must be documented in writing and approved by the Executive Director of Financial Services.

TRADE-INS

g. Vendor disposal shall be allowed when included in the scope of work contract and only when it is in the best interest of the District. EXAMPLE: removal and replacement of large or heavy equipment such as heating and cooling equipment and only with prior written approval by the Executive Director of Financial Services.

VENDOR
DISPOSAL

h. The Resource Services Coordinator shall notify the Executive Director of Financial Services of the disposal of any fixed or tagged assets so that they may be removed from the District's asset inventory list.

17. Penalties assessed to employees and Administrators for inventory shortages, improper disposition of assets, or poor asset control records and procedures may include one or more of the following consequences:

PENALTIES

- a. Formal reprimand through the performance evaluation process.
- b. Written letter of reprimand in personnel folder.
- c. Required reimbursement for the value of the shortage.
- d. Criminal prosecution.

SCHOOL PROPERTIES DISPOSAL

CI
(REGULATION)

- e. Employment termination.
- f. Other, as deemed appropriate by the Superintendent.

18. All District staff, regardless of classification or function, shall exercise the utmost care and diligence in the use, maintenance, and protection of all public assets placed under their care and/or custody. District schools and departments shall have specific roles and responsibilities for direct fixed asset custody, record keeping, and regular reporting and shall be accountable for their timely execution and compliance.