

## **SCHOOL PROPERTY DISPOSAL**

### **Statement of Purpose**

The policy is to establish the guidelines to dispose of surplus and /or obsolete items from the district's inventory.

### **Statement of Policy**

The Somersworth School District authorizes the Business Administrator to dispose of surplus and/or obsolete personal property items according to the following priority actions. Personal property items are defined as any item purchased not considered land, real estate or permanent building.

1. The Business Administrator of School resources shall identify and post an internal district wide reallocation prior to disposal.
2. By selling to the highest sealed bid if item's estimated value is One Thousand Dollars (\$1,000) or more
3. Disposal of an item of value which is estimated to be less than One Thousand Dollars (\$1,000) using whatever business arrangements is in the best interest of the school district.
4. By participation in annual school district or city auction.
5. When practicable, by donating such items to charitable organizations and schools.
6. By disposal to the local landfill or salvage facility.

No supplies or equipment shall be disposed of without granting permission from the Business Administrator. He/She will determine whether the items are salable, and if such shall be the case, he/she shall authorize the sale of the materials. If items are not salable, then proper disposal of books, equipment and/or supplies shall be in accordance with the above prioritized actions. The revenues generated shall be returned to the general fund to defray costs of current expenses.

When items are disposed of, the following information of the disposal must be recorded and forwarded to the Business Administrator for inclusion in the annual audit.

1. Description of the item, including the serial number
2. Reason for disposal
3. Original purchase price, if available
4. Amount of funds received from disposal
5. Estimated market value at the time of disposal
6. Name of person, firm, etc. that took possession of the disposed goods
7. Method of disposal

# **SOMERSWORTH**

**DN**

Category: Recommended

## **SCHOOL PROPERTY DISPOSAL**

Fixed asset inventories will be amended to reflect changes in values through disposal.

**Legal Reference:**

*CFR 34, Sec. 80.32*

Adopted: May 2006  
Approved: May 23, 2006  
Reviewed: October 25, 2010  
Approved by NHSBA: August 2011  
Reviewed: April 7, 2014  
Reviewed: May 13, 2019 (No changes)