

**Provo City School District**  
**Policy Series 6000 Finances and Operations**



**6215 P1**

**Surplus of District Property**

Procedures to facilitate appropriate transfer, resale, reuse, and disposal of surplus items are as follows:

1. Motor vehicles which have been declared surplus shall be sold via auction on the designated surplus auction site as per item 5, or used as a trade-in on a replacement item.
2. Furnishings and equipment (non-technology)
  - A. An appropriate disposition of the item(s) shall include:
    - 1) Trade-in on a replacement item.
    - 2) Transfer to another school or department.
    - 3) Resale via auction on the designated surplus auction site, as per item 5.
    - 4) Direct sale to student, parent or employee may occur, only after the above options have been exhausted.
  - B. Only those items which cannot be used in the school district, resold, or donated shall be destroyed.
3. Technology equipment
  - A. Any tech equipment which is no longer needed at any location shall be returned to the District Technology Department for proper disposition. Field Techs are responsible for collecting equipment and returning it to the District Office, or staging items to be picked up from School
  - B. Technology staff is responsible for determining the best disposition of the equipment (transfer, sale, destroy)
  - C. Technology staff/Field Techs are responsible for wiping hard drives, maintaining and/or appropriately destroying the equipment.
  - D. Any equipment that can not be reallocated within the District, but is still functioning will be sent to an offsite refurbishing company to be put back into use in the public, with proceeds coming back to the District (see item 6).
  - E. If the equipment is grossly out dated or not repairable, the equipment will be destroyed by the designated vendor.
  - F. Direct sale to student, parent or employee may occur, only after the above options have been exhausted. Pricing will be established by comparison sales of like items sold through the off site refurbishing company.
4. Textbooks, Library/Media Books and Materials
  - A. Principals shall notify the appropriate District staff when a school has textbooks which are no longer in use because they are worn out, outdated, or fail to meet

curriculum needs. An appropriate disposition of the textbooks shall be determined by the assigned District staff.

- B. Textbooks which are in usable condition shall be transferred or sold via Follet School Solutions. Follet School Solutions shall transfer or sell in the following manner:
  - 1) Other Provo Schools have the first opportunity to obtain text books.
  - 2) Books not needed within the District will then be made available to other school districts through Follet School Solutions, pick up/delivery shall be arranged between Provo School District and a purchasing school district at the cost of the purchasing District.
  - 3) Textbooks which are not needed in local schools and which cannot be redistributed to schools in other districts shall be available to private schools, charitable organizations, and individuals. Surplus books may be offered to patrons at PTA meetings and other suitable occasions.
  - 4) Textbooks which are in such deplorable condition that they are unusable or which cannot be transferred, resold, or given away shall be stamped "discarded" and destroyed.
  - 5) Art – the sale of any Art shall be at the direction of the Board of Education.
  - 6) Historical Artifacts – Items of historical interest may be donated or sold to entities with an interest of preserving and keeping such items. (Historical artifacts with significant value may only be sold or donated at the direction of the Board of Education.)
- 5. Surplus Auctions will be facilitated by the District Warehouseman
  - A. The District Warehouseman may use judgment in determining the worth of items submitted for surplus auction, and the efficiencies of placing items on the auction site.
  - B. All vehicles need to be brought to the DO to be assessed before being auctioned
  - C. Contact the Warehouseman via E-mail or phone to arrange pick up of items.  
Extremely large or heavy or bulky items being put on Public Auction, will remain at the school and picked up there by the winning bidder.
  - D. If items have been placed on auction several times without selling, they may be disposed of by other forms, including donating/selling to employees, or public or destruction.
- 6. Determination of revenue coding shall be made by District Finance office. Revenue from the disposition of any property will generally be coded to the General Fund. Exceptions may be made for items of significant value, and for items originally purchased with restricted funds.

Legal References:

Utah State Code 53G-7-606

Disposal of Textbooks

Cross References:

Policy 6215

Approved:

July 31, 2014