

The Purchasing Department will coordinate disposal of surplus and/or obsolete District property. The property shall be disposed of using the best method for the applicable items. Disposal methods include: auction through a professional auction firm, sale at fair market value, recycling, trading or sale to charitable non-profit organizations, school districts, or other governmental agencies.

Whenever practical, items under consideration for disposal shall be photographed and shared with departments and campuses in order to provide them the opportunity to view and claim the items for internal use prior to disposal. Property identified as scrap or refuse will be disposed of using the best method for the applicable items. The Superintendent, or designee, shall approve the list of items to be sold via auction, sale at fair market value, trade-in, recycled, or disposed of via best methods.

LIBRARY BOOKS

When library books become unusable and/or irreparable, a request for disposal shall be sent by the principal to Purchasing. The Director of Library and Media Services shall make a final determination as to whether such books will be retained or disposed of in accordance with the procedures set forth in EFB(REGULATION).