

DISPOSAL OF SURPLUS BOOKS, SUPPLIES, FURNITURE, AND EQUIPMENT

The Muhlenberg School Board recognizes that decreases in enrollment, the closing of school buildings, and other factors make it necessary for the District to dispose of surplus and/or outdated books, supplies, furniture, and/or equipment.

The Business Administrator, under the direction of the Superintendent, is responsible for the proper disposition of all such items.

Policy: 6.1  
Adopted: 2/16/83  
Amended:

DISPOSAL OF SURPLUS BOOKS, SUPPLIES, FURNITURE, AND EQUIPMENT

I. Declaration of Surplus Items

A. Textbooks and Supplies

1. By June 30 of each year, the building principal shall identify surplus texts and supplies based upon
  - a. Enrollment decrease
  - b. Termination of use of material
  - c. Outdated material
  - d. Damaged items
2. Material not needed because of enrollment decrease shall be sent to a central location within the building and made available for other buildings in need of such material. In the event the material is not required at the District level, the building principal may
  - a. Store it for future use as replacement
  - b. Declare the material as surplus and send it to a central location for disposition.
3. Material no longer deemed appropriate for instructional purposes shall be sent to a central location for disposal. School identification on such material shall be removed.
4. Damaged textbooks and supplies shall be inspected at each building by the building principal, who will arrange for their disposition.
5. All materials sent to central locations shall be accompanied by an inventory (see Attachment A) and shall be identified.

B. Library Books

During each school year, librarians shall set aside those library books no longer deemed as appropriate and after consultation with the building principal shall cause such books to have the Muhlenberg School District identification removed and sent to the Director of Buildings and Grounds for disposition.

C. Furniture and Equipment

1. The building principal shall annual identify by November 30, surplus furniture and equipment and cause such items to be sent to a central location accompanied by an inventory (see Attachment B). This identification shall be made in conjunction with the Business Administrator, the Director of Buildings and Grounds, and the Superintendent during regularly scheduled building tours.
2. The building principal, Business Administrator, Director of Buildings and Grounds, and the Superintendent shall be responsible for designating
  - a. Items to be maintained for District use
  - b. Items to be declared as surplus (see II-A)

II. Disposal of Surplus/Outdated Items

A. Textbooks, Furniture, and Equipment

1. The Business Administrator shall cause to be published an advertisement for the sale of all surplus items.
2. The Business Administrator and the Superintendent shall be responsible for the determination of minimum acceptable prices.
3. The Business Administrator shall be responsible for the disposition of unsold items.
  - a. Items deemed as unsellable shall be liquidated and records kept of date and details of such liquidation.
  - b. Items of value shall be stored for future sale.
  - c. Unsold textbooks and related materials may be given to non-profit agencies or, if appropriate, given to students and/or teachers.
  - d. If the situation warrants, the sale may be readvertised with appropriate adjustments in pricing.
4. If conditions do not justify a sale in a given year, items may be stored until the following year.

5. It is recognized that upon occasion valuable equipment may be declared as surplus and warrant a separate sale. The Business Administrator shall make the determination of same and shall advertise for bids per bidding procedures.

B. Disposal of Library Books

Library books and other reading materials may be donated to:

1. Public libraries and/or non-profit agencies
2. Students in the Muhlenberg School District
3. Teachers for classroom use

MUHLENBERG SCHOOL DISTRICT

Surplus Books and/or Related Materials

BUILDING \_\_\_\_\_

DATE \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

<b>Title</b>	<b>Publisher</b>	<b>Edition Date</b>	<b>Number Pupil Edition</b>	<b>Number Teacher Edition</b>	<b>Subject Area</b>	<b>Code</b>

CODE:            0 – Outdated  
                          S – Surplus  
                          X – Damaged (explain)  
(different codes should be not placed in same box)

cc:     Business Administrator  
         Assistant Superintendent

MUHLENBERG SCHOOL DISTRICT

Surplus Furniture and/or Equipment

BUILDING \_\_\_\_\_

DATE \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

<b>Item</b>	<b>Quantity</b>	<b>Model Number</b>	<b>Serial Number</b>	<b>Reason for Declaration of Surplus</b>	<b>Specific Details of Damage, if applicable</b>

cc: Business Administrator  
Superintendent  
Director of Buildings and Grounds