

# SUN AREA TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: DISPOSAL OF OBSOLETE/  
SURPLUS PROPERTY

ADOPTED: March 19, 2009

REVISED: February 20, 2014

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| <p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> | <p style="text-align: center;">706.1. DISPOSAL OF OBSOLETE/SURPLUS PROPERTY</p> <p>Unneeded surplus and obsolete property can consume valuable storage space. This policy is intended to quickly dispose of such property, thus avoiding future unnecessary handling and storage.</p> <p>Equipment, materials, and supplies in the SUN Area Technical Institute which become obsolete or are no longer needed by the school may be disposed of, after approval of the Joint Operating Committee.</p> <p>The Building &amp; Grounds and Receiving Supervisor or other appropriate administrator shall submit a request and recommendation concerning the disposition of obsolete and surplus property to the Administrative Director for his/her consideration for approval. The Administrative Director shall make the recommendation to the Joint Operating Committee.</p> <p><u>Disposal Methods</u></p> <p>Items approved by the Joint Operating Committee as obsolete/surplus shall be offered to the general public at a pre-determined price or by electronic auction, salvage or sealed bid to the Business Manager. If obsolete/surplus items still remain after the results of the first attempts of the general public at a pre-determined price or by electronic auction, salvage or sealed bid methods, these items shall be disposed of by using the following procedures.</p> <p>Some items have no sale value. Worthless items may be deposited in dumpsters, burned, or hauled to a local dump or landfill. These items may also be donated to charitable, non-profit organizations with approval of the Administrative Director.</p> <p>Individual items with an estimated value of \$500 or more may be disposed of in any of the following ways:</p> <ol style="list-style-type: none"> <li>1. Electronic auction (eBay).</li> <li>2. Salvage - scrap sold to local dealers</li> </ol> |
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A collection of items may be disposed of in any of the following ways:

1. Electronic (eBay)/Public auction).
2. Salvage.

A public auction should only be used if the proceeds of such an auction will amount to more than the cost of an auctioneer.

Funds received from the sale of outdated equipment, materials or supplies shall be deposited in the SUN Area Technical Institutes' Designated Customized Training Account, Adult Education Revenue & Subsidy Fund Account. The Business Manager shall manage the disposition of outdated equipment, materials and supplies.

Disposal of obsolete or surplus property shall be reported to the Adult Education & Purchasing Coordinator for the purpose of maintaining inventory.

Disposal of obsolete or surplus property shall be made in accordance with the appropriate section of the Pennsylvania School Code.

References:

Board Policy – 706