



Long Valley Charter School

Imagine-Achieve-Inspire

Disposal of Surplus Items

Approved by: Board of Directors

Date: Oct 11, 2016

Number: 2002

Purpose: To assure the highest utilization of all items purchased with public funds.

Definitions: Items deemed to be surplus or obsolete.

Procedures: The Executive Director or designee shall determine those items appropriate for resale, reuse or disposal.

This policy shall be administered according to the following:

A. Administration:

The Executive Director may declare property owned by the Long Valley Charter School (School) to be surplus/obsolete by making a written determination that the property:

1. Is excess property no longer being used;
2. Has exceeded its useful life;
3. Is no longer usable;
4. Is damaged and cannot be repaired;
5. Is damaged and cannot be repaired at a cost that is less than the property's value;
6. Or is no longer required to meet the School's needs or responsibilities.

B. Motor Vehicles:

1. Motor vehicles that have been declared surplus with a value less than \$5,000, shall be sold or used as a trade-in toward a replacement vehicle.
2. Motor vehicles that have been declared surplus with a value more than \$5,000 will be presented to the Governing Board for decision.
3. Motor vehicles that are estimated to have little or no resale value may be donated.

C. Furniture and Equipment:

1. When the Executive Director or designee determines that School-owned property has a value of less than \$5,000 and is in excess of current needs or is obsolete:

- a. The item will be used as a trade-in on a replacement item;
- b. Sell or donate the item;
- c. Dispose of the item.

2. When the Executive Director or designee determines that School-owned property has a value of equal or greater than \$5,000 and is in excess of current needs or is obsolete, it will be presented to the Governing Board for decision.

D. Textbooks:

1. Textbooks which are usable and surplus for Long Valley Charter School may be made available to other schools.

2. Textbooks which are unusable shall be stamped, “discarded” and discarded.