

REGULATIONS REGARDING DISPOSAL OF SURPLUS ITEMS

In accordance with Policy DN, Disposal of Surplus Items, the school division will trade-in items whenever possible. When trade-in isn't available, surplus items will be posted on GovDeals.com for auction or, if considered obsolete, may be donated to a Virginia nonprofit organization which is exempt from taxation under § 501(c)(3) of the Internal Revenue Code prior to auction. The Superintendent makes the sole determination as to if an item is obsolete.

Items posted for auction first go through an internal posting, which notifies schools of the availability of item(s). Items will be posted internally for three days and then will automatically proceed to live auction if not claimed internally.

From time to time, surplus items may consist of goods that due to the item's age or condition have less value than it would cost to repair the item or prepare the item for sale. In these instances, the Superintendent may declare the item(s) as trash. Trash does not need to go through the posting process and may immediately be disposed of. Items properly determined to be trash will be documented accordingly with the Superintendent's signature. Only the Superintendent can declare an item as trash.

Assessment of Surplus Property to Determine Disposal Method

The determination of disposal method will take into consideration the following factors:

1. Assessment of the condition and age of the item(s)
2. Quantity of the surplus item(s)
3. Current market demand and pricing for such materials
4. Size and weight of the material and related transport and storage issues

Adopted: by the Bristol Virginia School Board on December 4, 2017