

Nebo School District Board of Education

Policy DIDA

DISCARDING

It will be the policy of Nebo School District administrators wishing to discard excess materials such as unused supplies, educational materials (textbooks, library books, filmstrips, etc.), equipment or furniture, to contact the purchasing department to let them know what materials need to be discarded. When possible, the Purchasing Department will pick up the materials or equipment and make a decision as to whether or not the material should be:

- (a) reallocated (assigned to another school or department),
- (b) put up for sale;
- (c) public auction; or
- (d) other means if compliance with "Utah Procurement Code".
- (e) discarded (thrown away);

When the decision has been made to sell a surplus item, it will be the policy of the Purchasing Department to:

1. Advertise for a period of not less than seven days in each of the three local weekly papers as well as the Provo daily newspaper, that the Nebo School District will be offering for sale, unneeded surplus property.
2. A committee consisting of the Business Administrator, the Director of Purchasing and the administrator wishing to dispose of the property, will affix a minimum price.
3. After advertising for the sale, the Purchasing Department will proceed to sell any or all of the surplus property to the first person (employees of Nebo School District included) who actually makes a cash or check transaction.
4. As items are disposed of through the above process, the Purchasing Department will apprise the Board of Education through proper reporting procedures.

As an alternate to the above process to sell surplus items, schools may, with the approval of the Director of Operations, hold a school yard sale. If this process is used, the following steps must be followed:

1. The principal must check with the Director of Operations to see if surplus items can be utilized somewhere in the District.
2. All yard sale purchases should be made with personal checks being made payable to "Nebo School District." If cash is used to make the purchase, a receipt must be issued.
3. All checks, cash and copies of receipts must be sent to the Director of Operations with directions as to

which account should be credited.

4. The principal must fill out a "Request to Remove Inventory Item" form (#352.2) on all inventoried items and send them to the Finance Department secretary at the District Office.

Approved: 6-28-95