

SECTION 6.07 – SURPLUS OF FURNITURE, EQUIPMENT AND BOOKS

Contact: Purchasing @ Extension 4180

A. **Overview**

[Board Policy 6113](#) states “The board has the authority to declare equipment, supplies, furniture, and other district personal property surplus to the needs of the district.” The purchasing area of the finance and business services department has been delegated authority to manage the handling of surplus equipment and materials.

Prior to disposing of any items declared surplus by the board, notice of surplus of such items must be served in a newspaper of general circulation in the district and to any public school district or private school in Washington State annually requesting such notice. The items may be sold to any interested public or private school. However, students will have priority in the purchase of textbooks. Disposition of surplus personal property to the general public may take place thirty (30) days after the notice in the newspaper.

B. **References**

Section 6.05 – Moving of Central Inventory / [Property Transaction Form Policy / Procedure 6113P](#)

[RCW 28A.335.180](#) Surplus texts and other educational aids, notice of availability

[RCW 28A.335.205](#) Assistive devices – Transfer for benefit of children with disabilities – Record, inventory

C. **Guidelines**

The following surplus procedures shall be followed:

- Principal or department administrator shall complete and sign a [Property Transaction form](#) as detailed in [Section 6.05](#).
- All other schools/departments will be given opportunity to claim the items for district use.
- Items not claimed will be submitted to the board to be declared surplus.
- Public and private schools that have expressed an interest in surplus property will be given notice and the opportunity to purchase the property.
- Students will be given priority in the sale of surplus textbooks.
- Items remaining after the above procedures have been followed will be offered for sale to the general public thirty (30) days after the notice of such a sale has been published in a local newspaper.
- Items remaining after the sale for the general public will be recycled or destroyed.

The preceding requirements do not apply to the loan, lease, sale, or transfer of assistive devices for the use or benefit of children with disabilities, their parents, or any public or private nonprofit agency providing education, health, or rehabilitation services to individuals with disabilities. Such transactions will be recorded in an agreement and coordinated through purchasing.