

**Administrative Procedures for Policy #1730 (Administration)
Regarding Disposal of Surplus and Obsolete Property**

I. General

- A. All equipment, furniture, textbooks, and other property purchased by or donated to the Calvert County Public Schools shall be inspected periodically by the Superintendent or his/her designee to determine the condition and continued need for such property. This procedure shall not apply to real estate, land, or facilities.
- B. Property, which is obsolete, surplus, or in need of repair will be evaluated by the Superintendent or his/her designee for disposition as follows:
 - 1. Repairs to furniture or equipment which can be carried out in a cost-effective manner will be conducted under the direction of the Director of School Facilities or designee. School principals shall be responsible for monitoring their own building's furnishings.
 - 2. Disposal of textbooks and other property used in the CCPS instructional program will be conducted under the direction of the Assistant Superintendent of Instruction or designee.
 - 3. Disposal of computer hardware will be conducted under the direction of the Director of Information Technology or designee.
 - 4. Disposal of property not used in the instructional program will be conducted under the direction of the Director of School Facilities or designee.
 - 5. Items deemed to have sale value other than for scrap metal shall be held for sale by auction, advertised sale, bid, or other method approved by the Superintendent or designee. If not sold by a designated date, all salvageable parts will be removed, and the remaining portion will be disposed of under the County ordinance governing landfill or recycling operations.
 - 6. Scrap metal shall be sold to scrap metal dealers.
 - 7. Proceeds from the sale of surplus and obsolete property shall be deposited in the appropriate equipment replacement fund.
 - 8. When disposing of property deemed to have no value, such property will be recycled whenever possible.

II. Request for Disposal of Non-Instructional Equipment and Furniture

- A. Schools or departments requesting disposal of equipment must complete the Non-Instructional Equipment Disposal Form and simultaneously submit a work order requesting disposal of unwanted equipment.
- B. The school principal or department director must sign the Non-Instructional Equipment Disposal Form.
- C. The signed Non-Instructional Equipment Disposal Form must be submitted to the Supervisor of Operations for review and approval. The Supervisor of Operations shall review the request and make a recommendation to the Director of School Facilities regarding the disposition of the equipment.
- D. The Director of School Facilities must approve the recommendation.
- E. The work order will be executed once all approvals have been obtained.

- F. Following completion of the work order, the Director of School Facilities will note the disposition of the equipment on the Equipment Disposal Form and a copy will be sent to the Department of Finance for adjustments to CCPS inventory records as necessary.
- III. Request for Disposal of Textbooks and other Instructional Property
- A. Schools or departments requesting disposal of textbooks and other instructional property must complete the Textbook and Other Instructional Property Disposal Form and simultaneously submit a work order requesting disposal of the unwanted textbooks or other property.
 - B. The school principal must sign the Textbook and Other Instructional Property Disposal Form.
 - C. The signed Textbook and Other Instructional Property Disposal Form must be submitted to the appropriate Instructional Supervisor for review and approval. The Supervisor of Instruction shall review the request and make a recommendation to the Assistant Superintendent of Instruction or designee regarding the disposition of the materials and/or equipment.
 - D. The Assistant Superintendent of Instruction or designee must approve the recommendation prior to disposal of the materials or equipment.
 - E. The work order will be executed once all approvals have been obtained.
 - F. Following completion of the work order, a copy of the appropriate form will be sent to the Department of Finance for adjustments to CCPS inventory records as necessary.
- IV. Request for Disposal of Computer Hardware
- A. Schools or departments requesting disposal of computer hardware must complete a help desk ticket requesting disposal.