

DISPOSITION OF SURPLUS PROPERTY

The Chief Education Officer shall review the property of Bay Haven Charter Academy, Inc. periodically and dispose of material and equipment that is no longer usable according to this policy.

A. Instructional Material

Bay Haven Charter Academy, Inc. shall review instructional materials (i.e., textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that does not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Tangible Personal Property

Bay Haven Charter Academy, Inc. shall periodically inspect the equipment by the Company to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at an auction
5. creates a safety or environmental hazard

C. Disposition

The Chief Education Officer may dispose of obsolete instructional and other property by selling it to the highest bidder, donating to appropriate parties, or removing proper waste. Written authorization is required before disposition. Equipment acquired under a Federal award must be disposed of according to Uniform Guidance, 2 C.F.R. 200.313.

1. Instructional Materials

Instructional materials that have become unserviceable or surplus and are no longer on State contract may be:

- a. offered to teachers to cut up or otherwise use as resource materials;
- b. given free to Haven students;
- c. offered to public, private, and parochial schools Bay County;
- d. made available to any governmental agency, charitable organization, or any individual;
- e. sold to used book dealers, recycling plants, pulp mills, or other persons or firms, at the discretion of the Chief Education Officer and on terms most economically advantageous to the Board.

2. Tangible Personal Property

Tangible personal property that is obsolete, uneconomical, inefficient, or that serves no useful function shall be disposed of as follows:

- a. An appropriate Surplus Property Transfer Form is to be used to record any request for disposition of a described item of property and to record review and approval by four (4) persons. These persons must be:
 1. entirely familiar with the specified type of equipment and qualified to appraise its condition, its further usefulness, and the best method of disposition; and
 2. the location administrator to whom custody of the property has been assigned, and
 3. the Accounting Manager so that inventory records can be modified if necessary, and
 4. the Chief Education Officer.
- b. Items approved for disposal as junk or salvage shall be assigned to the appropriate school administrator for disposal.
- c. Surplus Property Valued under \$5,000

The Board may, at its discretion, dispose of surplus property valued under \$5,000 in a bid or auction or offer such property to governmental units or private nonprofit agencies by direct sale or donation.

d. Surplus Property with a Value of \$5,000 or More

Surplus property with an estimated value of \$5,000 or more shall be sold only to the highest responsible bidder or by public auction.

Auctions shall be advertised in the newspaper of general circulation in Bay Haven Charter Academy, Inc.'s local area for not less than one (1) week nor more than two (2) weeks before the auction date.

The disposal of property with a value of our approved capitalization policy or more, or any property included in a bid, auction, or donation, shall be approved by and recorded in the minutes of the Board.

No school or department is authorized to surplus property. Written authorization by the Chief Education Officer is required to express the desire to surplus property, and then proper procedures defined above must be followed. Any disposition of property without proper authorization and adherence to procedures may lead to disciplinary action.



SURPLUS PROPERTY TRANSFER FORM



SURPLUS PROPERTY REQUEST DATE: _____

REQUEST MADE BY: _____

LOCATION OF ASSETS: _____

ASSET DESCRIPTION	SERIAL #	MODEL #	REASON FOR DISPOSITION	REASON FOR DISPOSITION

ASSET MANAGER SIGNATURE: _____ PRINT NAME: _____

LOCATION ADMINISTRATION: _____ PRINT NAME: _____

CHIEF EDUCATION OFFICER: _____ PRINT NAME: _____

BOARD APPROVAL DATE: _____

ACCOUNTING MANAGER: _____ PRINT NAME: _____