

Policies and Regulations

Policy STC 422.1

Fiscal Management

Sales and Disposal of Surplus Property

1. **Electronic Equipment:** An administrator must complete a Disposal of Southeast Technical College Property Form and send it to the Sioux Falls School District Purchasing Department whenever computers and electronic equipment become outdated, broken or are no longer repairable. The Purchasing Department will inform STC which equipment is being recommended for disposal. STC will assess the equipment for repair or retention of parts and if approved for disposal will delete the equipment from STC records.
2. **Books and Equipment:** An administrator must complete a Disposal of STC Property Form and send it to the Purchasing Department whenever books or non-electronic equipment become outdated or broken or are no longer repairable. The Purchasing Department will prepare an exhibit for the authorizations section of the next School Board agenda. The listed items should not be sold or disposed of until the form has been returned to STC confirming that the Board has acted to approve the request for disposal. The same form will be returned to the Purchasing Department stating the time, date and method of disposal after disposal has been completed.
3. **Internal Transfer:** A list of equipment which is usable but no longer needed at STC should be emailed to all other administrators to alert them that items are available. If another site elects to take the item(s), a Property Transfer Form for all items that are subject to inventory procedures must be completed and sent to the Purchasing Department. The list of surplus items also be emailed to the Purchasing Department.

If STC receives no response to its email, the item(s) must be stored at the building until they are auctioned or approved for disposal.

Following Board approval, STC or the Purchasing Department is authorized to dispose of the surplus property by the means listed below:

- Obsolete textbooks, library books or computer hardware/non-licensed software, are first offered to students of STC free of charge. The remaining items will be disposed of in a manner approved by the Purchasing Department.
- Non-electronic equipment appraised at \$0 or having no known resale value may be thrown away or given to students at no cost. Obsolete electronic equipment, if disposed of, must be recycled.

- Equipment appraised at \$500 or less that have resale value can be sold by the school to anyone except a school employee, a school employee's immediate family members, or the person(s) making the appraisal listed on the Disposal of School District Property Form. A list of vendors interested in purchasing surplus property directly from the schools will be provided by the Purchasing Department, if such names are available.
- Proceeds of sales by the schools must be turned into the STC Finance Office for deposit. The name of the person purchasing the item, the amount paid, and the date sold should be recorded on the back of the Disposal of STC Property Form and returned to the Purchasing Department.
- Equipment appraised as having value over \$500 must be advertised and sold by the Purchasing Department with proceeds being turned into the STC Finance Office for deposit. Items will be stored at the building of origin until further direction from the Purchasing Department.

All questions and concerns regarding disposal of property should be addressed to the purchasing supervisor at Central Services.

Legal Reference:	SDCL	
	6-13-1	Determination of surplus property
	6-13-2	Appraisal of value of surplus property – Filing of report
	6-13-4	Notice by publication of sale of surplus property –Exceptions
	6-13-5	Receipt of sealed bids—Sale to highest bidder—Reappraisals or
	private sale	
	6-13-6	Sale by auction—Notice of publication
	6-13-8	Deposit and credit of sale revenue

Regulation		Board Action	(formerly DFF-R/STC	07-01-25)
approved:	01-12-98	28964		
revised:	06-28-04	33859		
revised:	01-09-06	34304		
revised:	05-23-11	36062		