Disposition of Surplus & Unserviceable Property

I. Purpose

To define procedures and responsibilities for the disposal of unserviceable or surplus property.

II. Scope

A. This regulation is applicable to all budget holders having surplus or unserviceable personal property.

B. This includes material that has been donated by PTA/PTOs, school classes, private individuals, organizations, and other sources.

C. Property that is part of the curriculum program (manufactured in the schools for resale) or property received for repair or service by a school class and to be returned to the owner will not be covered in the regulation. Property received in the curriculum program will be accepted, controlled, and disposed of in accordance with Regulation 352-1, “Guidelines for Career and Technical Education Services Performed by Students.”

D. Property received into the system via a grant program will be disposed of in accordance with the provisions of the grant. The grant manager/recipient will be responsible for coordinating with the Supervisor of Supply Services for the disposition process of these items.

E. This regulation does not apply to vehicles, or real property (buildings and grounds).

III. Definitions

A. Personal Property—Accountable items that include furniture and equipment utilized for instructional, operational, and administrative
purposes (i.e., shop equipment, computers, photographic equipment, audio-visual equipment, office machines, food service equipment, desks, chairs, filing cabinets, etc.).

B. Expendable/Noncontrolled Property—Items normally costing less than five hundred dollars ($500) such as: pens, pencil sharpeners, certain tools and office equipment, waste baskets, etc., that are expended with use or are not economically repairable and have no value when excessed.

C. Surplus—Items of personal property by reason of unserviceability, safety, not economically repairable or obsolescence, that are excess to the School Division’s needs.

D. Repairable—Items that may need some maintenance performed before being placed back into service.

E. Uneconomically Repairable—Items for which repair may not be economical by reason of cost to repair or obsolescence.

F. Serviceable—Items that may be placed in use as is without any maintenance or repairs.

G. SchoolDude/MySchoolBuilding Program—A computer program that provides users the means to submit work orders online to other offices.

H. Supply Services Request Form (61582450119G)—A multi-purpose form used to request turn-in of any excess items of expendable/noncontrolled or personal property that is no longer needed by the school or office. This form can be obtained from the distribution center and is to be used only if SchoolDude/MySchoolBuilding is not available.

I. Request for Disposition of Surplus, Unserviceable and/or Outdated Items (61582450195G)—This multi-purpose form is used to identify and transfer the accountability of surplus/unserviceable personal property and must be completed in its entirety. The form can be obtained from the distribution center.
J. Accountability—Personal property is accountable to the budget holder controlling use of the items.

IV. Procedure

A. Requests to turn in personal property will be submitted online using the SchoolDude/MySchoolBuilding Program available at each school and office. The work order is to be addressed to “Warehouse.”

The following minimum information for turn-ins must be entered into the “step 4” field box on the work order online template.

Equipment:
- Description (computer, copier, television, etc.)
- PWCS Tag #
- Model #
- Serial #
- Information on condition (serviceable, unserviceable)

Furniture:
- Description (plastic chairs, desks, filing cabinet, etc.)
- Quantity
- Information on condition

B. If SchoolDude/MySchoolBuilding is not available, it is permissible to submit a Supply Services Request Form. The form is available from the distribution center and is to be completed with all information to properly describe the item, quantity, etc.

C. Requests for turn-ins should be submitted as soon as items have been identified as excess. Pick-up of the items will be scheduled by Supply Services as time and storage space permits and will be coordinated with the school or department.

D. All requests for turn-ins, except furniture, must also have a completed Request for Disposition of Surplus, Unserviceable and/or Outdated Items
Form (61582450195G)—prepared for each item or group of like items with the same stock number. The form is to be completed and signed by the building manager or authorized representative and sent to Supply Services. The form can be obtained from the distribution center.

E. Expendable/non-controlled items may be discarded by schools or office as determined by the building manager utilizing containers or roll-off dumpsters via the Solid Waste and Recyclable Pick-up and Disposal Master Agreement. Unserviceable furniture that cannot be recycled for scrap metal should be disposed of in this manner. Recyclable material must be disposed of in accordance with current regulations.

F. Hazardous material is to be disposed of in accordance with Regulation 403.10-1, “Hazardous Waste Disposal Procedure and Removal of Excess Supply”.

G. All accountable personal property determined to be surplus will be returned to Supply Services for disposition. The following methods of disposal will be used by Supply Services.

1. Transfer to other Prince William County schools or agencies at no cost.

2. Sale to other school divisions or county governments at a reasonable cost recommended by the Supervisor of Supply Services and approved by the Associate Superintendent for Finance and Risk Management.

3. Sale by competitive bid via the Internet.

4. Trade-in as an allowance on the purchase of other items. For a school to benefit from this transaction it must be coordinated through the Supervisor of Supply Services.

5. Cannibalized for use by maintenance technicians.

6. Disposed of as scrap.
V. Responsibility

A. The following responsibilities are assigned for the proper disposal of property.

1. Accountable property individuals. Individuals possessing or responsible for School Division property will report excess or surplus property to the Supervisor of Supply Services.

2. Supervisor of Supply Services shall:
   a. Conduct the physical transfer, or disposal of items as may be approved by one of the disposal methods;
   b. Maintain accountability of items for disposal or that have been disposed of by the approved methods; and
   c. Maintain records of items that have been disposed of for one (1) year.

VI. Storage

The person accountable for the surplus material is responsible for the storage, maintenance, and safekeeping until it is picked up by Supply Services. Once the material is picked up, Supply Services will be responsible for it until it is properly sold, salvaged, or transferred, and a receipt is received.

VII. Conflict of Interest

No School Board officer, employee, spouse, or relative residing in the same household may accept, bid, or benefit from the disposal of any surplus property.

The Associate Superintendent for Finance and Risk Management (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS