



Disposal of Surplus, Obsolete, or Unneeded Books, Equipment and Supplies Policy

The Cottonwood School is committed to having policies and procedures for the sale and disposal of surplus, obsolete, or unneeded books, equipment, and supplies.

The purpose of The Cottonwood School Governing Board approving this Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy is to accomplish the following:

1. Establish the Reasons the Charter School May Dispose of Materials
2. Outline the Methods that The Executive Director May Dispose of Materials
3. Establish the Evaluation Process of Obsolete and Surplus Items
4. Outline Where the Money is Deposited from the Sale of Items

1. Reasons the Charter School May Dispose of Materials: The Charter School may dispose of surplus or undistributed obsolete instructional materials in its possession that are usable for educational purposes in any of the following ways:

- By donation to a governing board, county free library, or other state institution
- By donation to a public agency or institution of any territory or possession of the United States, or the government of a country that formerly was a territory or possession of the United States
- By donation to a nonprofit charitable organization
- By donation to children or adults in the State of California or foreign countries to increase the general literacy of the people
- By sale

2. Outline the Methods that The Executive Director May Dispose of Materials: The Executive Director may dispose of surplus, obsolete, or unneeded school property of nominal value through any of the following methods: The Cottonwood School may dispose of **surplus or undistributed outdated instructional materials in its possession that are usable for educational purposes in any of the following ways:**

1. The Executive Director or designee may advertise the sale of items with a call for bids by posting and publishing public notices and selling the Property to the highest responsible bidder or shall reject all bids Property if no qualified bid has been received. The Property may be sold, donated, or disposed of without further advertising.

2. The Property may be sold by means of a public auction conducted by school employees,

employees of other public agencies or nonprofit organizations, or by contract with a private auction firm

3. The Property may be sold, donated, or disposed of without advertising under any of the following conditions:

a. The Property is sold to federal, state, or local government, to any other school, or to any nonprofit public benefit corporation or charitable entity, and the sale price equals the value of the Property plus the cost of disposal.

b. If the Executive Director or designee determines that the value of the Property is insufficient to defray the costs of arranging a sale or auction, the Property may be donated to any public or charitable organization deemed appropriate by the Board or disposed of.

4. In all cases, the Property shall be offered “as is” without any warranty, and buyers or donees must agree to waive all claims with respect to the condition or utility of the Property.

5. Property not suitable for sale or donation may be destroyed or otherwise disposed of by any economic means.

3. Evaluation Process of Obsolete and Surplus Items: The Cottonwood School Administration will evaluate based on the definitions below and determine whether items are obsolete or surplus on an ongoing, as-needed basis.

- **Obsolete:** Old/outdated model/version/publication at the end of its product life cycle. Items that have not been used for more than a year and there is no foreseeable use in the near future.
- **Surplus Items:** Items whose stock surpasses the need of the school and or exceeds available storage space; Items that have not been used for more than a year and there is no foreseeable use in the near future.

4. The Money is Deposited: Money received from the sale of surplus property shall be either deposited in the school reserve or general fund or credited to the fund from which the original purchase was made.