Disposal of Property

GENERAL DESCRIPTION: This procedure applies to the disposal of CESD property which is obsolete or surplus. CESD property is defined as furniture or equipment with a life of over one year.

PRIMARY RESPONSIBILITY: Department directors; Chief Finance Officer

REFERENCE OR AUTHORITY: Division 50, CESD Public Contracting Rules and Procedures Manual; Board Policy DID – Property Inventories

PROCEDURAL STEPS:

1. A director who wishes to dispose of property must notify the CESD Cabinet.

2. A review of the property will be made by Cabinet to determine whether the items may be useful to another department.

3. If the property is determined not to be of use to CESD, the responsible director will forward to the superintendent or designee a summary of items, the estimated values, and the reason for declaring as “Surplus Property.”

4. The superintendent or designee will present to the CESD Board of Directors those items recommended to be declared as “Surplus Property.”

5. If the Board of Directors approves the recommendation, the department director and the CFO will dispose of the declared Surplus Property according to Division 50, CESD Public Contracting Rules and Procedures Manual.

6. At the request of a department, storage of items to be sold will be arranged by the maintenance department.

7. If the item to be disposed of has a tag (all items with an original cost of $5000 or more will have a tag), the tag must be delivered to the maintenance department with the appropriate fixed asset confirmation sheet attached to it.

8. The maintenance department will send to the Fiscal Services Office the tag and the corresponding fixed asset confirmation sheet for all items disposed.

9. The Fiscal Services Office will credit the monies collected, if applicable, to the fund from which the items were purchased.