



## Some guidelines for Surplus Property and Salvage

**1. Disposal of Surplus Property:** Surplus property having a value of **\$2,000.00** or less may be disposed of in a commercially reasonable manner as the Procurement Officer sees fit, with all proceeds of the disposal to be the property of the District. Surplus property with a value in excess of **\$2,000.00** may not be disposed of until the Board has declared the property to be surplus, after which it may be disposed of for the benefit of the District in a commercially reasonable manner as directed by the Board. This requirement shall not apply when the surplus property, such as a vehicle or equipment, is being “traded in” on the purchase of substitute property, provided that the acquisition of the substitute property is in conformance with the requirements of this Policy.

**2. Salvage:** Metal and other items of some residual value may be salvaged by employees of the District while working on District facilities and improvements. Such salvaged items continue to be the property of the District and are to be disposed of accordingly. As a consequence, all receipts from salvaging such items shall be the property of the District and shall be safeguarded and accounted for as such.

**3. Donation, Disposal, or Destruction of Surplus Property:** The Procurement Officer may donate to a charitable organization, destroy, or dispose of as waste any surplus property that is worth less than **\$30.00** without involvement of the Board if:

- a. The surplus property fails to sell at auction;
- b. The cost of selling the surplus property is greater or equal to the value of the surplus property;
- c. The surplus property is no longer usable;
- d. The surplus property is damaged and either cannot be repaired or the cost of repair is greater than or equal to the value of the surplus property in a repaired state; or
- e. The surplus property can be replaced for less than the cost of repairing the surplus property.