

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

Circular No. 46
Series 2015-16

April 18, 2016

Chief Operating Officer

Disposition of Property Procedures

TO: All Staff

FROM: Camille Jones, Chief Operating Officer

All materials, equipment, furniture, technology or any items that may be detached or removed from a school, building or office are the property of the Board of Education. The Board of Education has established Policy 4080 Disposition of Property for the proper handling and disposal of obsolete, unsafe, or outdated materials. This includes, but is not limited to, the removal of excess equipment from offices or schools – furniture, used or scrap metals, and other items considered unusable and surplus.

The technology office will be responsible for the coordination of the removal and disposal of any technology equipment, especially computers and any items that have memory or data storage capabilities. The Purchasing Office, in collaboration with the Information Technology Office, have developed and posted on the Purchasing web page, <http://www.hcpss.org/about-us/purchasing/>, a procedure for the evaluation and removal of technology equipment.

To facilitate compliance with the policy, all school system staff that oversees the discard, surplus, reassignment or disposal of any equipment must coordinate with the Logistics Center. Please contact the Materials Management and Logistics Manager at x7627 or email (send-us-surplus@hcpss.org) to determine the most efficient and effective means to properly handle and safely remove the item(s) in question.

The Logistics Center introduced “School Swap”, a process to allow all schools and offices to search and identify usable items that are available for their use. Staff may, under the supervision and approval of their administrator/supervisor, utilize this site to search for or claim items for the sole use of their school or office. Please visit the Staff Hub under the “Services” tab, look for “School Swap” tab.

All scrap metal, copper wire/tubing, textbooks, media materials, furniture, and equipment shall be disposed of in accordance with Policy 4080. This policy is applicable to all items, regardless of the original source of funds used to acquire.

Should you have any questions, please contact the Logistics Center at 410.313.7627 or the Purchasing Office at 410.313.6644.

CBJ/DP/vw
Attachment – Policy 4080