



I. Policy Statement

The Board of Education of Howard County recognizes that goods and materials may, over time, become obsolete, unsafe, or outdated. This policy will provide for the efficient disposal of Board property that has been deemed surplus, obsolete, unsafe, or of no further significant use to the Howard County Public School System (HCPSS). This policy does not apply to real property.

II. Purpose

The purpose of this policy is to provide the guidelines relating to the efficient disposal of Board property other than real property.

III. Definitions

Within the context of this policy, the following definitions apply:

- A. Board Property – An asset held in the name of the Board.
- B. Destruction – The removal of goods or materials from the HCPSS that are no longer recognizable or useable as originally intended.
- C. Disposition – The sale, trade, destruction, or other disposal of any item that is deemed to no longer have a significant use to the instructional or support programs of the HCPSS.
- D. Donations – Equipment, materials, money, or property given to a school or to the school system for use in or in conjunction with educational or extracurricular programs.
- E. Economic Repair – The condition in which the cost to repair is less than the reasonable cost of the purchase price or replacement value.
- F. Fixed Asset – A resource that meets all the following criteria:
 - 1. Tangible in nature
 - 2. Has an extended useful life of at least one year
 - 3. Is not a repair part or supply item
 - 4. Has an acquisition cost of \$5,000 or more

Items meeting the fixed asset criteria are classified by major categories, such as:

1. Land
 2. Buildings
 3. Improvements to sites and facilities
 4. Furniture and fixtures
 5. Machinery and equipment
 6. Construction-in-progress
 7. Vehicles
- G. Obsolete – Goods or materials that no longer have a value to the HCPSS.
- H. Public Sale – The sale of Board property by sealed bid, fixed price, auction, or other generally accepted process.
- I. Real Property – Real estate, buildings, or other property.
- J. Salvage – Retention of some component(s) of one item for use in the repair of another like item.
- K. Scrap – The liquidation of an item, or its remnants, that is no longer useable.
- L. Surplus Property – Goods or materials identified by school administrators, office or department heads as no longer having a need or use as originally purchased or provided; also called excess property.
- M. Trade-In – A credit or deduction received for property that is being replaced.

IV. Standards

- A. Property of the Board deemed surplus must meet at least one of the following criteria:
1. It has been condemned for use by the health department or for safety reasons as determined by the Safety, Environment, and Risk Management office.
 2. It is damaged or worn beyond economic repair.
 3. It will be or has been replaced.
 4. It is considered outdated or obsolete.
- B. Textbooks and other materials of instruction are considered Board property and will be governed by this policy.
- C. Media materials are considered Board property and will be governed by this policy.

- D. The disposal of real property will be exempt from this policy.
- E. The disposal of leased/licensed items will be exempt from this policy and will comply with the terms of the use agreements.
- F. Property obtained through a federal, state, local, or private grant will be disposed of in accordance with the grantor's conditions. If no conditions exist, then disposal will be in accordance with these procedures.
- G. The Purchasing Office has the authority to terminate disposal proceedings or to deviate from these proceedings in a manner that best serves HPCSS.
- H. Proceeds realized from any means of disposal are to be deposited to the Board revenue account or an account designated by the Chief Financial Officer.

V. Compliance

- A. The Purchasing Office is responsible for the disposal, re-utilization, or destruction of surplus Board property and in fulfilling this responsibility may:
 - 1. Make the property available for use by another division, department, or office of the school system
 - 2. Trade the property in toward the purchase of an appropriate replacement
 - 3. Sell the property for scrap directly through public sale
 - 4. Donate the property with authorization from the Superintendent/Designee
 - 5. Discard or destroy the property as trash in compliance with any local, state, or federal requirements, e.g., hazardous materials, FERPA (Family Education Rights and Privacy Act), and HIPPA (Health Insurance Portability and Accountability Act) provisions.
- B. The HCPSS Warehouse is responsible for maintaining records documenting the disposition of all surplus property, including fixed assets (see Policy 4040 Fixed Assets) as well as records documenting the disposal of goods and materials containing any school data as specified in FERPA and HIPPA regulations.
- C. The Purchasing Office or Warehouse, in consultation with other offices or departments, including Safety, Environment, and Risk Management or Technology, will determine when property may qualify for disposal in accordance with established procedures.
- D. Technology and other related items will be disposed of in coordination with the Technology Department.

VI. Delegation of Authority

The Superintendent is authorized to develop appropriate procedures to implement this policy.

VII. References

- A. Legal
 - Annotated Code of Maryland, Education Article, §5-112
 - Family Education Rights and Privacy Act (FERPA)
 - Health Insurance Portability and Accountability Act (HIPPA)

- B. Other Board Policies
 - Policy 3040 Technology Security
 - Policy 4040 Fixed Assets
 - Policy 8080 Acceptable Use of Technology

- C. Other
 - Financial Reporting Manual for Maryland Public Schools

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AMENDED: February 10, 2011

EFFECTIVE: July 1, 2011

I. Determination of Surplus, Obsolete, or Disposable Goods

- A. A principal/program manager/designee will declare an item as surplus or excess.
- B. A principal/program manager/designee will notify the Purchasing Office or Warehouse of any surplus or excess property.

II. Reutilization of Surplus Goods

- A. If a surplus item can be utilized elsewhere in the Howard County Public School System (HCPSS), the Purchasing Office will reassign as appropriate.
- B. The Purchasing Office will make available a list of excess property on the Purchasing Website or other electronic media.
- C. When a school/department requisitions property, the Purchasing Office will check the Surplus Property List to determine if the request can be filled from that list.
- D. If repairs or other services to goods and materials can be carried out in a cost-effective manner, they will be conducted under the direction of the appropriate administrator/supervisor knowledgeable and responsible for that item(s).
- E. When a school/department receives surplus property, they are responsible to inventory and account for that property coming under their responsibility in the appropriate property database. Licenses and/or any fees associated with the property must accompany the surplus property being transferred.

III. Disposal of Surplus

- A. If a surplus item is no longer useable, the Purchasing Office will dispose of the item in one of the following ways:
 - 1. Trade-In
 - a. If the item is being replaced, the Purchasing Office will determine whether trade-in is a feasible means for disposal.

- b. If the Purchasing Office determines that the item should be traded in, relevant provisions will be noted in the Bidding Document/Purchase Order.
2. Sale
- a. An item not suitable for reuse or trade-in may be sold via informal bidding, sealed bids, public auction, electronic means, or other sales transaction, whichever is deemed to be in the best interest of the Board.
 - b. Upon receipt of payment from the buyer, the Purchasing Officer will transfer the title of item (when appropriate) by issuing and signing a letter of sale.
3. Donations
- a. The Purchasing Officer may request authorization to donate a surplus item to a charitable or nonprofit organization that has tax-exempt status.
 - b. Donations will be handled on a case-by-case basis and approved by the Chief Financial Officer.
- B. Prior to physical removal, the principal/administrator/designee knowledgeable and responsible for the item(s) will identify if the item is a Fixed Asset and verify if the item is on the Fixed Asset list and notify the Finance Office of the final disposition.

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