



# Long Valley Charter School

*Imagine-Achieve-Inspire*

## **Disposal of Surplus Items/ Vehicle Replacement**

Approved by: Board of Directors

Date: Oct 11, 2016;  
Revised 10/12/23

Number: 2002

**Purpose:** To assure the highest utilization of all items purchased with public funds.

**Definitions:** Items deemed to be surplus or obsolete.

**Procedures:** The Executive Director/ Superintendent or designee shall determine those items appropriate for resale, reuse or disposal.

This policy shall be administered as follows.

### **I. SURPLUS OR OBSOLETE ITEMS**

#### A. Administration:

The Executive Director/Superintendent may declare property owned by the Long Valley Charter School (School) to be surplus/obsolete by making a written determination using the following guidelines:

1. Is excess property no longer being used;
2. Has exceeded its useful life;
3. Is no longer usable;
4. Is damaged and cannot be repaired;
5. Is damaged and cannot be repaired at a cost that is less than the property's value;
6. Or is no longer required to meet the School's needs or responsibilities.

#### B. Disposition Guidelines

##### Textbooks:

1. Textbooks which are usable and surplus for Long Valley Charter School may be made available to other schools or sold to businesses that buy school textbooks.
2. Textbooks which are unusable shall be stamped, "discarded" and discarded.

##### Furniture and Equipment:

1. When the Executive Director or designee determines that School-owned property has a value of less than \$10,000 and is in excess of current needs or is obsolete:
  - a. The item will be used as a trade-in on a replacement item;
  - b. Sell or donate the item;
  - c. Dispose of the item.
2. When the Executive Director or designee determines that School-owned property has a value of equal or greater than \$10,000 and is in excess of current needs or is obsolete, it will be presented to the Governing Board for decision.

Motor Vehicles:

1. Motor vehicles that have been declared surplus may be sold or used as a trade-in toward a replacement vehicle (see section II below).
2. Motor vehicles that are estimated to have little or no resale value may be donated.

## II. VEHICLE REPLACEMENT

### A. Administration:

In order to assure responsible budget planning to maintain a fleet of vehicles (other than school buses) to safely transport students, replacement of LVCS vehicles will be planned when the vehicle is 10 years old or the odometer reaches 125,000 miles.

### B. Disposition Guidelines

Replaced vehicles will be sold for fair market value approved by the Executive Director/ Superintendent. If deemed necessary, the Executive Director/ Superintendent may waive replacing the vehicle until a future time. Such a waiver will be reported to the Governing Board.