



NON-INSTRUCTIONAL SERVICES: Fees, Gifts and Property Disposition

Disposal of Surplus or Excess Property

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 3640 by establishing procedures for the proper disposal of surplus or excess property, excluding real estate, land and facilities.

II. Definitions

- A. *Reallocation* – The redistribution of usable materials and equipment.
- B. *Recycling* – Recovering and reutilizing materials or equipment.
- C. *Surplus Materials or Equipment* – Unneeded or obsolete furniture, equipment, vehicles or supplies.

III. Guidelines

- A. All equipment, furniture, textbooks and other property purchased by or donated to Baltimore County Public Schools (BCPS) shall be inspected periodically by the school principal or office head to determine the condition and continued need for such property. The school principal or office head shall authorize the removal of such property for disposal by the Office of Logistics.
- B. The disposal or sale of surplus or excess materials or equipment shall be coordinated by the Office of Logistics.
- C. Proceeds from the sale of surplus and obsolete property shall be deposited in an account designated by the Department of Fiscal Services.

IV. Process

- A. Disposal of non-instructional equipment and furniture

1. Principals or office heads requesting disposal of non-instructional equipment and furniture must complete a BCPS transfer requisition (T-REQ) form.
  2. The school principal or office head must sign the T-REQ form.
  3. The Office of Logistics will determine whether the equipment or furniture is to be reallocated, recycled or sold.
- B. Disposal of Obsolete Textbooks, Library Books and Media and Other Instructional Property
1. Schools or departments requesting disposal of textbooks and other instructional property must complete a BCPS T-REQ form.
  2. The school principal or office head must sign the T-REQ form.
  3. The Division of Curriculum and Instruction must approve the T-REQ prior to disposal or sale.
  4. The Office of Logistics will determine whether the obsolete instructional property is to be reallocated, recycled or sold.
- C. Disposal of Computer Hardware
1. Schools or departments requesting disposal of computer hardware must complete a BCPS T-REQ form.
  2. The school principal or department head must sign the T-REQ form.
  3. The Department of Technology must approve the T-REQ prior to disposal or sale.
  4. The Office of Logistics will determine whether the computer hardware is to be reallocated, recycled or sold.

V. Compliance

- A. The Office of Logistics shall establish procedures for the disposal, reallocation or recycling of surplus or excess property.
- B. The Office of Logistics shall ensure that any confidential, proprietary or other personally identifiable information is removed from surplus property prior to disposal or sale.
- C. The removal of Board property for personal use or personal gain is strictly prohibited and may result in disciplinary action, up to and including termination.

RULE 3640

- D. The Department of Physical Facilities shall advise staff annually of the requirements of Board Policy 3640 and this rule.

Related Policies: Board of Education Policy 3620, *Inventories*  
Board of Education Policy 4100, *Employee Conduct and Responsibilities*  
Board of Education Policy 8410, *Reporting, Fraud, Waste, Abuse or Unlawful Acts*

Rule

Superintendent of Schools

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