

SCHOOL PROPERTIES DISPOSITION & TRANSFER

When equipment, books, and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent or his/her designee may authorize their disposal/transfer by sale or otherwise.

To ensure all members of the public an equal opportunity in purchasing items with a unit resale value over \$500, all sales must be open to the public and advertised in advance through the school district website.

Board approval is required to dispose of or transfer property that was procured by the competitive bidding process as defined in state statute.

Surplus real estate shall be sold, transferred or otherwise disposed of in accordance with state law.

W.S. § 21-3-110(viii)

W.S. § 21-3-111(xiv)

W.S. § 21-3-111(xv)

W.S. § 21-9-201

W.S. § 21-15-123 (f) (vi)

First Reading: 11-3-25

Second Reading: 12-8-25

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Procedures for Requesting Transfer or Disposal of School Property

All school property or instructional materials/books should remain in the same location until the disposal or transfer is completed and approved.

- The staff member completes the disposal/transfer request and submits to the building administrator
- The building administrator reviews the request with the assistant superintendent or department director.
- If disposal is approved, Facilities will generate a work order, which will notify the Custodial Supervisor/Maintenance Department, or service request will be generated for the disposal of the materials,
- If a transfer is approved, Facilities/Director will generate a work order, which will notify the Custodial Supervisor/Maintenance Department, and complete the transfer. This form shall be maintained by Facilities/Director.
- A copy of the disposal request shall be sent to the business office if the item qualifies as a capital asset.

Date _____ Staff Completing this form: _____

Item Description(attach item list if necessary)

Funding Source: _____

Building _____ Room # _____

Equipment Tag Number: _____ Serial Number _____

☐ **TRANSFER TO:**

Building _____ Room # _____

☐ **DISPOSAL:** Method of disposal

☐ Donated ☐ Disposed ☐ Traded ☐ Sold

Trade allowance or sales amount: \$ _____

Building Administrator Signature

Date

Asst. Superintendent/Director Signature

Date

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Second Reading: 12-8-25