

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

**FISCAL ACCOUNTING AND REPORTING  
MANAGEMENT OF NON-CAPITAL ASSETS (UNDER \$5,000)  
DISPOSAL OF NON-CAPITAL ASSETS**

**683.1**

Furniture, equipment and supply items no longer needed by the District are to be disposed of by periodically holding public sales or by making them available on a reasonable basis to any non-profit organization. Public notice will be given concerning details for the disposition of these items. Non-saleable items will be sold for salvage or destroyed.

Textbooks, library books and other instructional materials no longer needed by the district may be disposed of by recycling, incinerating, sale or scrapping. Requests from organizations or individuals for any of such materials will be considered, with first priority being given to non-profit organizations.

Information technology devices assigned to staff – when the staff member retires or resigns the device(s) must be returned to the Director of Information Technology on the last day of work. If the staff member wishes to purchase the device(s), purchase price must equal the full replacement cost as determined by the current market price and the Director of Information Technology.

**Cross References:**

Board Policy 683 – Fiscal Accounting and Reporting; Management of Capital Assets

*1st Reading: September 12, 2016*

*2nd Reading/Adoption: October 10, 2016*