Port Townsend School District – SURPLUS / PROPERTY DISPOSAL Process

Port Townsend School District follows **School Board Policies #6881/#6881P** for surplus and disposal of district assets. Please follow these instructions for submitting item(s) for surplus or disposal.

\*\****Leave all items “in place” – do not move items to the hallways.\*\****

1) Download the Surplus/Disposal form from the district’s website:

 <https://www.ptschools.org> / Departments / Business and Finance - Business Forms

**Select/Download/Print**: Surplus Property Form

[Form is listed at the bottom of the page] / [*Open in WORD, not Google Docs.*]

2) Complete the Form and submit to your Building Administrator / Principal

\*If you have both surplus items and broken/damaged items for disposal – ***please use a separate form for the surplus items and one for the broken/damaged items for disposal***.

 - \*Make sure to be ***specific*** about the items: **make** / **model** / **type** / **dimensions** / **quantity**, etc.

 - \*Attach a picture if applicable or email the Maintenance Department an electronic picture.

 - \*Have Books/Textbooks? Contact the Maintenance Department for a Book catalog worksheet

3) Once approved by your Building Administrator:

 - Please send the Surplus Form to the Maintenance Department for submission to the Finance Director & School Board for approval. \*These will be submitted 1x per month to School Board the 2nd board meeting each month.

 - Submit an **FMX request** for the Maintenance Department to pick up your broken and/or surplus items.

 • **Broken Items:** Please submit an FMX request for pickup and removal/disposal. Having an FMX request will allow for tracking the item’s resolution and approved disposal.

4) **Once Surplus items are approved (per Policy #6881)**:

 • **Surplus Items**: If an item is declared “**Surplus**” per Board Policy and WA State Surplus Rules:

 1) The item(s) will be posted for ***2-weeks*** (#6881P) for other school buildings to use.

 (*if applicable*).

 2) If not requested by another building, then the items will be offered FOR SALE via a published 30-day notice in a local newspaper. And is also posted to the Surplus page on the District Website. Other School Districts in Washington State and Local Private Schools have the opportunity to purchase during this time. ***(\*\*Note: if surplus items are newer Textbooks, per Policy #6881P – you will need to determine a value, and students will have priority to purchase)***

3) At the end of the 30-day published notice, if not purchased by another School – there may be a separate Public Notice priorto a sale date (sale date to be determined by the Maintenance staff and will handle the public sale). ***Big items – may be posted for a 30-day bid submission, public sale or an “on-site” sale or both. If warranted, items may be posted to our contracted on-line auction site.***

\*\***Note**: This process can take up to 2.5 months depending on surplus/disposal form submission and School Board meeting dates.