

**Baltimore County Public Schools**  
**Department of Business Services**  
**Distribution & Print Services**

<b>Subject:</b> DISPOSITION OF SURPLUS MATERIALS, SUPPLIES AND EQUIPMENT		<b>Operating Procedure:</b> OP 5005.1
Effective Date: July 1, 2006	Revised Date: July 1, 2006	Distribution: Account Managers
Page: 1 of 3	Approved By: Executive Director	

**Policy:**

All procedures for property control will be developed within the guidelines established by Board of Education, Baltimore County, Maryland, Policy 3640, adopted 9/18/68, NON-INSTRUCTIONAL SERVICES: Fees, Gifts, and Property Disposition, Sale and Disposal of Books, Equipment, and Supplies, and Board of Education, Baltimore County, Maryland, Policy 2305, adopted 6/17/93, ADMINISTRATION: Administrative Operations, School-Based Management.

**Procedures:**

All schools/offices shall submit to the Office of Distribution Services, Property Control Section, a Transfer “T” Requisition, listing all materials, text and library books, supplies, equipment and furniture which are considered to be surplus or which have become obsolete or worn-out.

The initiating school/office (individual) shall be responsible for the following:

1. Complete Transfer Requisition – Indicate Funding Source of the item(s) – Federal or State Funds (IAC, Chapter 1, or other Grant), Enterprise Fund or BCPS Operating Budget.

Disposal procedures will depend upon the funding source – It will be the responsibility of the Office of Distribution Services, Property Control Section to determine the appropriate procedure.

Surplus Tags will be initiated by the Office of Distribution Services, Property Control Section and forwarded to the school/office to “tag” items in preparation for disposal.

2. Maintain item(s) in secure area until disposition – Do not allow any item(s) to leave premises without authorization from the Office of Distribution Services.
3. Advise office/custodial personnel of item(s) location for purpose of removal, pick up by warehouse or for bidders’ inspection.

Transfer – Lists of materials, supplies, equipment and furniture will be summarized and circulated to all Departments/Offices for possible utilization.

Disposal – Materials, supplies, text and library books, equipment and furniture that cannot be used by BCPS or Offices will be disposed of in one of the following methods:

- Trade-In/Exchange
- Return to funding source (State/Federal Agency)
- Public Bid – per MSDE bid procedures
- Sale – through Surplus Auction/Sale
- Disposal (scrap) – no \$ value recyclable or landfill

Trade-In/Exchange – When this method been determined to be the most advantageous to the BCPS, the disposal must be accomplished as a routine procurement transaction with appropriate explanatory notations affixed to the purchase order.

Return to Funding Source – When this method has been determined to be the proper course of action, the transaction will be processed according to the applicable Federal, State or Local guidelines with appropriate explanatory notations affixed to all documents.

Public Bid – When this method has been determined to be the most advantageous to the BCPS, the office of Distribution Services will use the following procedures:

1. Prepare a list of items, grouped by similar item for best bidding response
2. Forward lists and terms and conditions to prospective bidders and the school/office involved
3. Advertise in the county paper of record of MSDE bid procedures
4. Open bids, record and award to high bidder, if in the best interest of the BCPS

Conditions: (1) Full payment must be received in the form of registered check or money order before pick-up can be made (2) All sales are “as is condition” without warranty or guarantee.

The awarded bidder: (1) Will receive a letter of award which must be presented to the location administrator involved (2) Will be responsible for pick-up, transportation and any associated expense.

Sale – When this method has been chosen to be the most advantageous to the BCPS – Items which cannot be “moved” through public bid or are under \$100 value will be sold as scrap through Surplus Auction/Sale.

Disposal – When this method has been chosen to be the most advantageous to the BCPS – Items which cannot be used or sold will be disposed of as scrap by the Office of Distribution Services. Books and other Media will be disposed of in accordance with established BCPS procedures.

Employees of the BCPS may participate in the public Bid or Auction Sale since public notification and or bidding is required.

The Office of Distribution Services will coordinate the location of surplus items. On a routine basis, Public Surplus Sales or Auctions will be scheduled. Dates and time will be advertised in the county paper of record per MSDE bid procedures.

All monies collected from the sale of BCPS owned surplus property will be submitted to the Department of Fiscal Services.