

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 4 Business and Fiscal Affairs
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Surplus property is property that is either no longer used or for which no further planned use exists. It includes all tangible assets, such as equipment, furniture, and other movable fixed assets. School property may not be sold, traded, salvaged, scrapped, donated, or otherwise disposed of without prior approval from the appropriate department and the Executive Director or designee. Special guidelines are detailed below for hazardous substances, computers, and electronic equipment.

Effective asset management encourages recycling within the school community to control costs. Disposal of the school property should be at the lowest possible cost. The following methods may be considered for the disposal of surplus property:

- **Internal Transfer:** Reasonable efforts should be made to re-purpose surplus items. This will be done first by consulting with the CHPA Administration on anticipated campus needs. Thereafter, and before initiating an alternative disposal method, the person seeking to dispose of the property will send a brief description to all CHPA Administration to determine if other departments may have a use for the property.
- **Sale:** If the item is deemed to have some value, it can be listed for sale. Items will typically be sold on a first-come, first-served basis at a price set by the Executive Director or designee, open for best offer at a price, sold by competitive bid, sold on consignment, or sold through other methods deemed appropriate by the Executive Director or designee. Advertising for any sales and then handlings of bids and offers will be managed by the Admin Services Office. Items will be sold “as is” for pickup. If the item is sold, all sales will be on an "as is" and "where is" basis, with no warranties of any kind, express or implied, attached to the item. School personnel will not offer written or verbal assurances regarding asset market value, condition, utility, age, expected life, or defects. All sales are final with no returns or refunds allowed. All proceeds from sales of any item

will be deposited in a general institutional income account. Funds will not revert to the department from which the items were declared excess.

- **Donation:** Items that cannot be reused internally or sold may be donated to not-for-profit organizations approved by the Executive Director. Donations require a written recommendation from the appropriate department with a notation of the intended beneficiary organization and approval by the Executive Director. Donations to for-profit entities are not permitted. Items may be donated if they are not sold after at least one attempt, or where the donation may result in intangible (i.e., goodwill) benefits to the School. Once a donation request is approved, the recipient will receive an acknowledgement letter from the School. The Admin Services Office will maintain a record of the donation, including a description of the donated property and an estimate of the fair market value.
- **Disposal as Waste:** Items that cannot be sold or donated will be discarded through the normal waste removal process after proper approval is obtained. Once the disposal request is approved, title and ownership by the School is relinquished and the item(s) can be properly and legally discarded. Due to a variety of issues that can result from removing property that has been designated for disposal, no member of the School should remove items from trash bins or receptacles. Only the Executive Director or designee can approve an exception.
- **Disposal of Hazardous Substances:** Surplus hazardous substances (chemical, biological, etc.) should be disposed of using appropriate methods of disposal.
- **Computers and Electronic Equipment:** All computers, computer-related items, and electronic devices owned by the School (such as cell phones and tablets) will be declared surplus only by the IT Coordinator with the approval of the Executive Director or designee. When appropriate, the IT Coordinator will consult with the Executive Director or designee regarding whether to permit certain items to transfer internally. Examples of items not suitable for internal transfer may include certain typewriters, computers, printers, or other items that may become surplus because of predetermined replacement policies, or when analysis has shown it is economically unwise for the School to retain certain equipment after a given period of time, considering replacement cost, repair cost, maintenance cost, level of usage, and efficiency. Disposal and donation policies will generally apply to computers and electronic equipment, but the IT Coordinator will work with his/her supervisor to determine the best disposal method on an item-by-item basis. Before disposal, the IT Coordinator will insure all hard drives retaining data have been removed and destroyed and any remaining School data has been purged from the equipment and is not retrievable.

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