

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>		<b>Reg. No. 400-03</b>
<b>Subject:</b>	<b>DISPOSAL OR RELOCATION OF SCHOOL SYSTEM PROPERTY</b>	<b>Date of Issue: 3/9/78</b>
<b>Preparing Office:</b>	<b>Office of the Superintendent</b>	<b>Amended: 5/15/13</b>

I. Policy 108.1

II. Procedures

- A. Excess school system property is any property owned by Frederick County Public Schools (FCPS) where usage will be discontinued at its current location.
- B. All transfer requests must be initiated using the electronic Equipment Transfer Form (ETF) located at <https://sites.google.com/a/fcps.org/accounting/fixed-assets> (inventory items) and <https://sites.google.com/a/fcps.org/accounting/fixed-assets> (non-inventory items).
- C. The ETF must be completed in advance of the transfer with a printed copy attached to the item(s) before the Warehouse will pick up the item(s).
- D. After the decision has been made that an item is excess property, the requester will prepare an ETF and request relocation to the FCPS Warehouse indicating the transfer reason as one of the following:
  1. Lost (for recordation purposes)
  2. Not Working
  3. Relocation
  4. Repair
  5. Shredding
  6. Stolen (for recordation purposes)
  7. Surplus
- E. If state or federal funds were used for the item(s) purchased, appropriate department or division approval is necessary and shall be selected in the transfer type box to determine if disposition is affected by a federal or state regulation/grant. Failure to provide this information may result in denial of the equipment transfer.
- F. A temporary relocation may be requested to the FCPS Technology Shop or FCPS AV Shop for maintenance/repair. Items may be transferred to other sites within the school system for use on a temporary or permanent basis. All transfers, whether temporary or permanent, must follow the same procedures.
- G. When the supervisor verifies the surplus designation, the item will be stored in the Warehouse and included in the surplus property inventory.
- H. If the item is obsolete, not working, or not usable within the system, the item will be scheduled for sale at the next auction opportunity or offered for sale by Internet auction, quotation or bid. Additionally, if the anticipated value is minimal, the Warehouse may offer the item to a recycler for removal and reprocessing to avoid disposal/handling costs. Any item designated as obsolete may be claimed at no cost by any tax-supported agency.
- I. Instructions for completing the electronic ETF, maintaining asset records (Operating

Procedure #OP01), and taking annual physical inventories are provided in separate procedures provided by the Accounting Department (Operating Procedure #OP02).

- J. School/office staff will advise the Accounting Department's property accountant in advance of any procurement that includes the "trade in" of capitalized equipment to the vendor.
- K. The administrator for any state and/or federal grant is responsible for complying with all requirements of the grant including equipment disposition procedures. Equipment disposition procedures must be communicated in writing to the Accounting Department for information and retained in a property accountability file at the site.
- L. Please contact the Environmental Health and Safety Office for property condemned for use by the Frederick County Health Department.
- M. The FCPS Warehouse manager will facilitate the transfer of excessed property located at Frederick County government offices.
- N. FCPS utilizes two (2) types of auction firms for the sale of assets to be disposed:
  - Internet auction site
  - Physical auction firm

Internet auction site items are listed and sold via a bid process. The FCPS Warehouse manager maintains possession of the item. Any unsold items will be properly disposed of by the Warehouse. If an asset from an online auction site does not sell (three attempts will be made), it will be re-evaluated by the Warehouse manager to determine proper disposal.

Physical auction firm takes physical possession of the item and FCPS maintains legal possession until the item is sold.

The firms must provide FCPS with a detailed accounting of auction results. This rule does not apply to Internet auction sites to which the Warehouse manager has access to pull detailed accounting results online. The FCPS Warehouse maintains possession of assets listed on Internet auction sites.

- O. All auction proceeds will be recorded as miscellaneous income.
- P. The outlined procedures herein must be followed to furnish and equip new schools as well as renovations and additions to established schools.(See FCPS Regulation 200-5.)
- Q. Permanent Transfer of Excess Computer Equipment
  - 1. In order to ensure that the school system is obtaining maximum usefulness from excess computer equipment, all equipment transfers for computer equipment including PCs, scanners, printers, projectors, etc. must be routed through Technology Services by checking the computer-related option on the electronic ETF.
  - 2. Transfer request forms and lists for computer equipment should not include other non-computer related items such as AV equipment, books, furniture, etc. Under no circumstances should schools or offices throw away computer equipment or peripherals. There are laws that govern disposal of hazardous materials frequently found in PCs and accessories. Those items need to be transferred using electronic ETFs. All completed forms must be sent to the supervisor of Technology Support. The Warehouse will not process computer equipment transfer requests without prior approval of Technology Services. Questions may be addressed to the supervisor of Technology Support.

3. Any laptop/computer must be sanitized (hard drive cleaned) by Technology Services unless it is to be recycled and the person who recycles it will then sanitize the machine. All sanitized machines will be labeled with a bright colored sticker indicating the sanitized process has been completed.
4. Approved electronic ETFs must have the approval of an administrator/cost center manager and the technology managers for computer-related items and copiers.
5. Incomplete electronic ETFs cannot be processed and will be returned to the school or office of origination.

Cross-reference FCPS Regulation 500-3 *Disposal or Donation of Obsolete Textbooks and Library Media Books*

Approved:

*Original signed by*

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Theresa R. Alban  
Superintendent