

ARLINGTON CENTRAL SCHOOL DISTRICT

Fixed Asset Inventory Form

Transfer/Disposition Form

Use this form for any fixed asset that needs to be transferred, declared surplus or disposed of.
Complete and Forward to Purchasing Department

Department/Building: _____ Person Completing Form: _____

Signature of Department Supervisor/Building Principal: _____ Date: _____

☐ **Transfer**
ALL computers & Peripherals must be reviewed by the Technology Dept
☐ **Surplus**
Available for other depts.
☐ **Surplus for Auction**
☐ **Surplus for Trade-in**
☐ **Lost/Stolen**
☐ **Junk**
To be disposed of by Maint. Dept.

Condition New ☐ In Working Condition ☐ Fair ☐ Poor ☐ If Fair or Poor Describe: _____

District Asset Tag #	CBIZ Asset Tag #	Qty	Description (Include Make/Model) <i>Attach 2-3 Pictures per item</i>	Serial/VIN #	Transfer From	To

Submit to Purchasing Department

Rec'd: _____ Entered on CBIZ Form: _____

BOE Date (if applicable): _____ Date Transferred/Sold etc: _____

Erie - 5250 SALE/DISPOSAL OF SCHOOL DISTRICT PROPERTY

2011

Sale of School Property

No school property shall be sold without prior approval of the Board of Education. However, the responsibility for such sales may be delegated. The net proceeds from the sale of school property shall be deposited in the General Fund.

Disposal of District Personal PropertyEquipment

School District equipment that is obsolete, surplus, or unusable by the District shall be disposed of in such a manner that is advantageous to the District.

The Superintendent will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice. If it is determined those reasonable attempts to dispose of the equipment have been made and such attempts have not produced an adequate return, the Superintendent or his/her designee may dispose of the equipment in any manner which he/she deems appropriate, in any manner which he/she deems appropriate, in accordance with all applicable local, state and federal regulations.

Textbooks

Textbooks may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.

If textbooks are no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:

- a) Sale of textbooks. If reasonable attempts to dispose of surplus textbooks fail to produce monetary return to the School District; then
- b) Donation to charitable organizations; or
- c) Disposal as trash or recycle as appropriate or available

Education Law Sections 1604(4), 1604(30), 1604(36), 1709(9), 1709(11), 2503, 2511 and 2512

General Municipal Law Sections 51 and 800 et seq.

Adoption Date - April 2, 2013

Arlington Central School District
