

SURPLUS PROPERTY PROCEDURE

This procedure is to be used as operational steps in conjunction with RCAS district surplus property policy.

- A. Property to be declared surplus is identified by building staff. Those assets will be reviewed by the building administrator and approved to be added to a building surplus property list.
- B. The building administrator or designee will assemble 3 staff members, all of whom reside in the RCAS district boundaries to assign a value to the property being submitted as surplus
- C. The building administrator or designee will create a list/spreadsheet with the following information:
 1. Item description
 2. Asset tag number
 3. Grant asset tag number
 4. Quantity of the item described
 5. Estimated value as determined by 3 staff members that reside in the RCAS district.
- D. The building administrator or designee will forward the list to the business office and warehouse once each quarter.
- E. The warehouse will compile all of the building lists to create a district inventory of excess property.
- F. The Warehouse Foreman and Business Manager will visit each building as needed to examine the inventory provided on the surplus property list. They will determine which items will be available in the warehouse stock.
- G. The Warehouse Foreman will submit a declaration of surplus property list to the Business Manager as needed for the RCAS Board of Education to approve.
- H. The Business Manager or designee will make the complete list available to all district buildings for in district transfer.
- I. Once each quarter the Business Manager will make the complete list available to other government entities for purchase at the estimated price published.

- J. Items determined to be warehouse stock will be picked up by the warehouse staff as space is available for storage. Buildings will self-store items in a protected manner until space is available.
- K. Annually surplus stock inventory will be sorted, and disposed of in the manner most beneficial to the school district and in accordance with all South Dakota Codified Laws.

Adopted 12/15/81
Reviewed 05/24/88
Reviewed 01/11/94
Revised 10/27/98
Revised 03/17/15

Legal References:
SDCL 13-21 – Disposal of school district property