

Pataula Charter Academy and Spring Creek Charter Academy Disposition of Equipment Policy and Procedure

Purpose:

The purpose of this policy is to provide guidelines for school officials when it becomes necessary to dispose of equipment.

Definitions:

Equipment – any single item purchased for the school in excess of \$1000.00 as well as technology related items costing less than \$1,000.00 (but limited to pilferable items such as computers, laptops, projectors, iPads, etcetera).

Policy Statement:

PCA and SCCA shall maintain and adhere to the required guidelines for the disposition of:

1. Equipment purchased with general funds, and
2. Both original and replacement equipment, purchased in whole or in part under a Federal award, which is no longer needed or functional for the original project/program for which it was purchased or for other activities supported by the Federal awarding agency.

***** The following guidelines apply to all items of equipment except where specified*****

Guidelines:

The Program Administrator or other designated personnel must bring any disposition request for equipment purchased to the Superintendent or CFO. The Superintendent/CFO must then do one of the following:

1. Request disposition approval and instructions from the Federal awarding agency -

If the equipment was purchased with Federal funds and the terms or conditions of the Federal award require a request for disposition approval and instructions from the awarding agency the Superintendent/CFO must request disposition approval and take disposition actions in accordance with the Federal awarding agency's instructions.

2. Approve or deny the disposition request -

If the equipment was purchased with general funds, if the equipment was purchased with Federal funds and the terms or conditions of the Federal award allow the Superintendent/CFO authority to approve or deny the disposition request and he/she approves the request, or if the Federal awarding agency fails to provide instructions within 120 days, the Superintendent/CFO shall:

A. Determine his/her recommendation for the best method of disposition based on the following approved disposition options:

1. Transfer, along with title, to another program,
2. Donation to the family of a student residing in the district whose total family income meets the Federal definition of poverty,
3. Dismantled for salvageable scrap material,
4. Deemed waste and handle accordingly, or
5. Sold at auction to the highest bidder.

B. Determine final approval according to the following:

1. If the original cost of the item to be disposed of is a single item or a collection of the same item with an original cost of less than \$500.00, the Superintendent/CFO shall have final approval, or
2. If the original cost of the item to be disposed of is a single item or a collection of the same items with an original cost of \$500.00 or more, the Superintendent/CFO shall present the request approval

along with his/her recommendation for the method of disposition to the Governing Board for final approval.

- C. Take disposition actions in accordance with the approved method and with regard to the following considerations:
- a) Any hard drive that is sold, donated, or disposed of must have a Government Wipe applied to it to ensure all confidential information is deleted prior to its disposition,
 - b) Equipment purchased with Federal funds determined to have a current value \$5000 or less can be disposed of with no further obligation to the Federal awarding agency, and
 - c) Equipment purchased with Federal funds determined to have a current value of more than \$5000, regardless of the method of disposition, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale based on their percentage of participation in the cost of the original purpose. If the equipment is sold the awarding agency may permit the school to deduct and retain from their share \$500.00 or 10% of the proceeds, whichever is less.

Legal Ref: 2 C.F.R. Part 200 Subpart D 200.313

Amended: 11/16/15

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