



Cabrillo Point Academy

Disposal of Unneeded Books, Equipment, and Supplies Policy

Disposal of Unneeded Books, Equipment, and Supplies Policy

Cabrillo Point Academy (“School”) is committed to having policies and procedures for the sale and disposal of worn out, obsolete, or unneeded books, equipment, and supplies. The intent of this policy is to ensure responsible management of the School’s assets while providing a practicable process for the School to dispose of items that are no longer useful for its program. To the extent this policy conflicts with another School policy, the terms of this policy shall apply.

1. **METHODS BY WHICH THE SCHOOL MAY DISPOSE OF MATERIALS:** The School may dispose of unneeded or obsolete instructional materials in its possession in any of the following ways:
 - By sale, where practicable.
 - By donation to a nonprofit charitable organization.
 - By donation to a school district governing board, county free library, or other state institution.
 - By donation to any public agency or program.
 - By donation to children or adults for the purpose of increasing the general literacy of the people.
 - By disposal and/or recycling, where appropriate.
2. **EVALUATION PROCESS FOR DETERMINING WORN OUT, OBSOLETE AND UNNEEDED ITEMS:** The Executive Director or designee will evaluate based on the definitions below and determine whether or not items are worn out, obsolete and/or unneeded on an ongoing, as-needed basis. Worn out, obsolete, and/or unneeded items should be reported to the accounting department, including a description, serial number (if applicable) and condition of the item. The School should keep a record of the sale, donation, and/or disposal of such items.
 - **Worn Out or Obsolete:** Old/outdated model/version/publication at the end of its product life cycle. May also include items that have not been used for more than a year and for which there is no foreseeable use in the near future.
 - **Unneeded Items:** Items whose type and/or stock surpasses the need of the School and/or exceeds available storage space. May also include items that have not been used for more than a year and there is no foreseeable use in near future.
3. **DONATION, SALE, AND/OR DISPOSAL OF MATERIALS:** The Executive Director or designee may direct the donation, sale, and/or disposal of worn out, obsolete, or unneeded school property through the following methods. For computers and similar devices that store information, the School will ensure the following: 1) as applicable, records stored on the computers have been transferred to an appropriate data storage system in compliance with applicable record retentions laws; 2) once all necessary records are transferred, devices will be wiped of any confidential information and either sold, donated, or recycled at an e-recycling center (not thrown away).

1. In evaluating worn out, obsolete, and/or unneeded items, the School will determine and consider whether the items are of more than nominal value. In determining whether an item is of more than nominal value, the School will consider whether it would cost the school more to go through the process of selling the items (including an appraisal if necessary) than it could obtain by selling them.
 2. For item(s) of more than nominal value, the School will endeavor to sell the items for a fair market value. The School may offer item(s) for sale first to stakeholders (e.g. parents, staff, and families) and/or may sell items at auction or by any other permissible method, as the School determines is appropriate.
 3. For item(s) of nominal or no value, or for items of value that do not sell after reasonable effort, the items(s) may be donated to a nonprofit charitable organization, a school district governing board, county free library, or other state institution, a public agency or program, or to children or adults for the purpose of increasing the general literacy of the people.
 4. In all cases of sale or donation, the item(s) shall be offered “as is,” without any warranty, and buyers or donees agree to waive all claims with respect to the condition or utility of the property.
 5. Property not suitable for sale or donation may be destroyed or otherwise disposed of by any economical means. Computers and any other item(s) constituting universal waste will be e- recycled as required by law.
4. **WHERE THE MONEY WILL BE DEPOSITED:** Revenue received from the sale of property described hereunder shall be either deposited in the School’s unrestricted reserve or general fund or credited to the fund from which the original purchase was made.