



UHS Material Disposal Policy

The UHS Board has a fiscal responsibility to maximize the use of school equipment, supplies, instructional materials, and other school personal property while providing up-to-date resources that facilitate student learning and effective district operations. However, when the Board or its designee, declares any school personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

If the Board (or Board designee) determines that property, whether one or more items, does not exceed \$2,500 in value, the administration may dispose of the property without advertising for bids (Education Code 17546).

Selling an object worth less than \$2500: When the school attempts to sell obsolete items it does the following: UHS will use online retailers such as Amazon or the manufacture website to estimate the price of the outdated item. Once the item is sold the item will be removed from UHS. If the item is technology, the asset tag will be removed prior to handing the item over to the purchaser who purchased it. If the technology has a storage drive, the storage component will be wiped of any previous data and set to factory default.

If the Board members (or Board designee) find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in the local public dump. (Education Code 17546)

Donations to other organizations or individuals: When the school determines an item should be donated it will reach out to individuals or organizations that may benefit. Technology that is donated will have their storage component wiped of any previous data and set to factory default. The asset tag will then be removed and the device will have a donated tag within UHS inventory documentation to indicate the donation transaction. Items of little or no monetary value may not have any inventory documentation.

Check out Program: UHS may check out older computers to students who don't have access to a device at home. UHS keeps a written log of students who check out the device at the start of each semester. The device is then returned to UHS at the end of the semester be serviced/updated.

Trashed: Items that have to be trashed will have the hard drive (if computer) along with the asset tag removed. Items will then be taken to recyclers, or disposed of in waste bins

Goods purchased with Federal Funds: The Head of School or designee shall establish specific procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or sub grant. Such procedures shall be designed to ensure the highest possible return.