**Policy 5030.~~3~~4**
School Board

**FINANCE**

**Inventory–Financial Services**

**Disposal of Surplus Books, Equipment, Instructional Materials, Furniture, and Supplies**

This policy supersedes Policy 5030.~~2~~3.

## I. PURPOSE

To provide for disposal of surplus items ~~through the Office of Procurement Services, Department of Financial Services~~ in accordance with the Fairfax County Purchasing Resolution.

Commented [SBA1]: Removal of office suggestion by K. Frisch.

## II. SUMMARY OF CHANGES ~~SINCE LAST PUBLICATION~~

~~Section IV. has been revised to provide clarity on accessing value to surplus items.~~

- A Philosophy section has been added.
- The document has been updated throughout to reflect that warehouse operations now falls under and reports to the Chief Operating Officer.
- Legal References and Regulations have been updated.

## III. PHILOSOPHY

Commented [SBA2]: Highlighted changes in this section are from K. Frisch.

The Fairfax County School Board ~~As part of its commitment to equity, fiscal responsibility, and environmental stewardship, Fairfax County Public Schools (FCPS)~~ is dedicated to managing surplus resources in a way that maximizes their value and benefits the broader community as part of its commitment to equity, fiscal responsibility, and environmental stewardship. The responsible disposal of surplus instructional materials, furniture, equipment, and supplies is a critical component of this effort.

~~This policy supports operational efficiency and transparency by aligning with the Fairfax County Purchasing Resolution and promoting~~ The School Board supports sustainable practices that reduce waste and extend the life of usable resources as part of its commitment. ~~FCPS is also committed~~ to ensuring that surplus items are made available, whenever possible, to nonprofit organizations and educational institutions that support children and K–12 education, reinforcing the ~~district's~~ division's values of collaboration and community service.

~~Through thoughtful disposal practices, FCPS ensures that surplus management reflects the division's broader goals of accountability, inclusivity, and stewardship of public assets.~~

## IV. DEFINITIONS

- **Disposal**: Termination of custody and accountability for supplies, textbooks, instructional materials, furniture, and equipment shall be by donation, public sale, online public auction, or destruction.
- ~~**Surplus**: Property that is obsolete, in over-supply, unserviceable, and cannot be used anywhere in the school division now or in the future is defined as surplus. This determination shall be made by the Office of Procurement Services.~~

- **Donations**: Obsolete property items ~~Surplus items~~ may be donated to a Virginia nonprofit organization that is exempt from taxation under § 501(c)(3) of the Internal Revenue Code ~~any local, state, national, or international governmental entity or a not-for-profit organization focused on children's issues and/or K-12 education~~.
- **Obsolete**: Property that is outdated, or no longer useful, functional, or efficiently serves its intended purpose.
- **Surplus**: Property that is obsolete, in over-supply, unserviceable, and cannot be used anywhere in the school division now or in the future is defined as surplus. This determination shall be made by the Division Superintendent ~~Office of the Chief Operating Officer, Warehouse Operations.~~

Commented [SBA4]: Change recommended by K. Frisch.

## V. RESPONSIBILITIES

### A. AUTHORITY FOR DISPOSAL OF SURPLUS ITEMS

The authority to dispose of surplus items with a per-unit, after-market value of less than $5,000 resides with the Division Superintendent ~~Chief Operating Officer assistant superintendent, Department of Financial Services~~. Disposal of items with a per-unit, after-market value of $5,000 and above shall be approved by the School Board.

Commented [SBA5]: Change recommended by K. Frisch.

### ~~B.~~ DISPOSAL ~~OF SURPLUS ITEMS THROUGH OFFICE OF~~ THE CHIEF OPERATING OFFICER ~~PROCUREMENT SERVICES~~

The Division Superintendent shall establish regulations for determining if ~~Surplus~~ items, such as but not limited to supplies, books, instructional materials, furniture, and equipment, ~~are sent to the Office of Procurement Services the Chief Operating Officer where it will be determined if the items~~ meet the definition of surplus.

Commented [SBA6]: Changes recommended by K. Frisch.

Legal Reference: VA Code § 22.1-129

Cross References: See current versions of
FCPS Regulation 5028, Asset Management
FCPS Regulation 5030, Redistribution and Disposal of Products

Policy
Aadopted: July 1, 1986
Revised ~~Corrected~~: November 1, 1993
Revised ~~Corrected~~: June 8, 1998
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Revised: July 10, 2008
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