FINANCE

Inventory–Financial Services

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

This policy supersedes Policy 5030.3.

I. PURPOSE

To provide for disposal of surplus items in accordance with the Fairfax County Purchasing Resolution.

II. SUMMARY OF CHANGES

- 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

The Fairfax County School Board 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.

The School Board supports sustainable practices that reduce waste and extend the life of usable resources as part of its commitment 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 division's values of collaboration and community service.

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.

- **Donations**: Obsolete property items may be donated to a Virginia nonprofit organization that is exempt from taxation under § 501(c)(3) of the Internal Revenue.
- **Obsolete**: Property that is outdated, or no longer useful, functional, or efficiently serves its intended purpose.
- **Surplus**: Property that is obsolete, in over-supply, unserviceable, and cannot be used anywhere in the school division now or in the future is defined as surplus.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.

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. Disposal of items with a per-unit, after-market value of $5,000 and above shall be approved by the School Board.

~~B.~~ DISPOSAL OF SURPLUS ITEMS

The Division Superintendent shall establish regulations for determining if items, such as but not limited to supplies, books, instructional materials, furniture, and equipment, meet the definition of surplus.

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
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FAIRFAX COUNTY SCHOOL BOARD