

## VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

<b><i>TITLE: Disposition of Surplus Property</i></b>	<b>POLICY NUMBER: OP007</b>
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### **Rationale:**

To establish a method by which property and equipment which is no longer useful to the school is evaluated and disposed. The term “property” does not include land or buildings for this policy.

### **Policy Statement:**

The Virginia School for the Deaf and the Blind will periodically identify and dispose of equipment and property which is no longer useful to the school. Surplus property is defined as property which is in excess of the needs of the school and which is not required for its foreseeable need. The property may be used or new, but possesses some usefulness for the purpose for which it was intended or for some other purpose. It includes scrap, which is material that is damaged, defective, or deteriorated to the extent that it has no value except for its basic material content. Surplus Property must be disposed of in accordance with *Code of Virginia*, § 2.2-1124 and the Agency Procurement and Surplus Property Manual (APSPM).

### **Procedures:**

1. All equipment deemed surplus by a department will be declared surplus on the Plant/Property Disposal Request and Report form and forwarded to the Agency Surplus Property Officer in the Facilities and Engineering Department.
2. Equipment will be removed and evaluated by the Surplus Officer to determine if equipment can be used on another part of the campus in the future, will be put up for surplus sale, or will be destroyed based on condition of the equipment.
3. If equipment is deemed surplus or will be destroyed, the form will be sent to the Director of Operations for approval and to check if equipment is on the fixed asset inventory. The Director of Operations will send the form back to the Surplus Officer.
4. All transactions involving fixed asset inventory items will be processed in accordance with the Virginia Department of Accounts’ Fixed Asset policy.

<b><i>Rescission:</i></b>	Effective Date: July 1, 2004; Revised: June 13, 2018 BOV Approved: June 13, 2018
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