

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT

Equipment Inventory System

Authorization for Disposal of Equipment

Instructions for Building/Department Requesting Authorization:

Prior to making edits, please rename this form "Disposal of Equipment Request Your Name Date", then complete form in full.

Send signed form to Operations Coordinator for approval.

Retain a copy of the final reviewed form in Building/Department files.

Requesting Building and Department	High School Guidance Office
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ASSET(S) TO BE DISPOSED:

No.	SYSTEM/TAG NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	CONDITION	INTENDED DISPOSAL
1	008543	325i 190313 A B 0003703 CRC 38300	Fellowes 325i Shredder	Damaged Beyond Repair	Recycle

**Electronic Waste: Please make sure e-waste is disposed of responsibly and not thrown away in general waste. E-waste recycling is often available at retailers or you can also research e-waste mail-back recycling programs.*

Explain reason(s) for disposal (i.e. "Items quoted by XXX and found to have no sale value"):

Cost of repair is nearly equal to cost of replacement and repair would not be under warranty if there were further issues. Will be removed with e-waste.

If an asset being disposed of is technology equipment, you must contact IT prior to submitting this form. If applicable, please indicated here if IT has been contacted and their suggested disposal method:

IT Contacted?	Suggested Disposal	IT Person Reached	If other, please specify:
Not Applicable	Make selection	Other	

By signing below, I am agreeing to adherence to the policies named in Board Policy items AG7310 and AG7455, which are provided below.

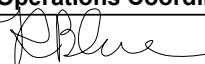


Principal/Supervisor Signature

7/28/2026

Date

OPERATIONS USE ONLY:

No.	Approved/Denied (note if by Board)	Disposal Method Required	Operations Coordinator Signature & Date
1	Approved	Recycle	 8/20/2026

7310 - DISPOSAL OF NON FIXED-ASSET PROPERTY

The Brecksville-Broadview Heights Board of Education may authorize by resolution the Superintendent and Treasurer to advertise and sell Board-owned fixed assets that are no longer of use by the School District and have an aggregate value of \$10,000 or more as prescribed by Ohio law. All sales of real property (i.e., land and/or buildings), regardless of values, shall require approval by the Board.

The procedure used to sell items of less than \$10,000 value is left to the discretion of the Superintendent or his/her designee. The following procedures, however, shall generally be followed:

Fixed assets of less than \$10,000 value may be sold by taking sealed bids or at a public sale. This should involve giving at least one (1) week's notice in a newspaper of general circulation and in a notice or newsletter to staff members.

Fixed assets of less than \$10,000 value that fail to be purchased under provisions outlined in Step A may be sold on an individual and private sale basis.

Individual fixed assets of \$750 or less, such as old student desks and chairs, may be sold to individuals upon their request, if such items are no longer needed within the District.

Individual fixed assets of no value may be disposed of by the most efficient method.

The fixed asset accounting system of the District shall be updated reflecting all disposal of fixed assets.

7455 - ASSET ACQUISITION AND DISPOSAL

Fixed assets are defined as those tangible assets of the District with a useful life in excess of one (1) year that the District intends to hold or continue in use over an extended period of time. Such fixed assets have an initial cost equal to or exceeding \$1,000. This threshold amount shall be reviewed every three (3) years, to determine whether modification to the amount is necessary.

Although some assets may not meet all of the criteria for "fixed" assets, they shall be identified as "controlled" assets and recorded in the same manner as other assets on the fixed asset system.

Disposal

A request for asset disposal (transfer) is to be submitted to the Director of Business Services for approval. After approval/denial of the request, a copy is returned to the originator for appropriate action.

Assets approved for disposal shall be subject to AG 7310.

The disposal of items requiring auction or public sale must be approved by Board Resolution prior to sale.

When an auction has taken place, the Treasurer shall prepare a list of assets sold and the amount of money received for each. Upon receipt of the list of assets sold, the Director of Business Services shall update the list of assets held for sale and the asset inventory list.

Annually, the Director of Business Services shall prepare a master list of all entity assets, a report of assets purchased, and a report of assets disposed of.

As needed, but not less than annually, the Director of Business Services shall review asset acquisitions and dispositions for the purpose of updating insurance coverage.

Any evidence of lost, stolen, or damaged assets shall be immediately reported to the Director of Business Services. The Director of Business Services shall investigate the matter and determine the appropriate action.

Periodic physical inventories shall be conducted to account for the assets of the entity. The District shall adopt inventory guidelines to become a part of these procedures.