



**GOVERNING BOARD AGENDA ITEM FORM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:** March 26, 2013

**TITLE** Authorization to Dispose of Surplus Copy Machine

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**BACKGROUND:**

Article 10 Section R7-2-1131.C.4 of the Arizona Procurement Code requires prior to the disposal of surplus equipment by trade-in to a vendor for credit on acquisitions that the school district shall approve such disposal. Prior to disposal, the school district shall make the determination on whether the trade-in value is expected to exceed the value realized through the sale or other disposition of such material.

The Technology Department has identified certain copy machines that are in need of replacement. One solution available is to trade-in the current equipment towards the purchase of new equipment. With Governing Board approval the Chief Financial Officer will be authorized to make the determination whether the trade-in value is expected to exceed the value realized through the sale or other disposition of such material. If the trade-in value does not meet this criterion, then the equipment will be brought to the Governing Board for approval to sell as surplus.

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**RECOMMENDATION:**

The Administration recommends that the Governing Board authorize the Chief Financial Officer to make the determination on whether or not the trade-in value of surplus copy machines will exceed the value realized through the sale or other disposition of such material.

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**INITIATED BY:**

*Scott Little*

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Scott Little, Chief Financial Officer

Date: March 18, 2013

*Patrick Nelson*

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Patrick Nelson, Superintendent