



DISPOSAL/RETIREMENT OF FIXED ASSETS

Responsible Office: Office of Business and Financial Services

PURPOSE

This procedure describes the way in which the Property Control department disposes of Fixed Assets at the Washoe County School District.

PROCEDURE

1. Property Control works in coordination with the Warehouse to dispose of Fixed Assets.
2. Property Control and the Warehouse receive furniture and equipment from departments and sites that are no longer needed.
3. Assets may not be disposed of at a site without Property Control and site administration approval.
4. After careful assessment to determine value based on safety and usefulness the items are categorized as Surplus, Auction, or Disposal.
5. Disposal items may be recycled or discarded using Washoe County waste disposal guidelines and District procedures.
6. All items with a District tag are removed from the District's inventory using the Fixed Asset Disposal Method screen in BusinessPLUS.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

REVIEW AND REPORTING

1. This administrative procedure shall be reviewed as part District's standardized review and revision process, or as needed by the Office of Business and Financial Services

REVISION HISTORY

Date	Revision	Modification
3/15/06	A	Initial Release
09/15/20	B	Revised format