Surplus Property Policy

A. Authority

1. No InTech employee shall transfer, sell or trade in, any property owned by InTech Collegiate Academy without verbal or written authorization of the Executive Director.

B. Surplus Property

1. InTech employees shall notify the Executive Director or designee of all surplus property. Insofar as feasible and practical, InTech personnel will transfer surplus property between classrooms and programs.

2. Property determined to be of no use to InTech shall be designated as surplus.

C. Disposal of General Surplus Property (non-computing equipment)

1. Surplus property with an estimated residual value of $75 shall be offered for sale

    a. First to public entities

    b. Then to the general public through competitive bids, public auction, or public internet auction website.

2. Surplus property with an estimated residual value of less than $75 may be donated to either a public entity or a non-profit organization.

D. Surplus Computer Technology Equipment

1. Surplus computers will be disposed of through computer recycling companies as directed by the Technology Director or his/her designee, in order to ensure proper recycling procedures are followed protecting the InTech and its employee's liability related to protecting sensitive data.

2. If the Technology Director determines that particular items of computer technology are unlikely to contain sensitive data, those items may be follow the policy/procedures for general surplus.

Document History:

26 May 2026	Replaced existing policy with streamlined process, including computer technology provisions.
28 Mar 2024	Technical changes
28 Oct 2010	Policy origination