

Eastern South Dakota Perkins Consortium – Surplus/Disposal Guidelines

Consortium-Specific Procedure:

1. Surplus Items in Good Condition:

- If you no longer want or need an item and it is still in good working order, contact Dr. Vande Kamp at sara.vandekamp@southeasttech.edu. Include pictures and all relevant information about the item.
- Dr. Vande Kamp will initiate the process of offering the item to other districts in the consortium. The receiving district will be responsible for all costs related to shipping or transferring the item.
- If no districts in our consortium express interest, we will escalate the offer statewide by contacting a state representative.

2. Disposal of Broken, Unusable, or Outdated Items:

- Dispose of the item according to **your school district's disposal policy**. Typically, this means that you "surplus out" the item with your Business office and retain item for 5 years.
- Notify Dr. Sara Vande Kamp at sara.vandekamp@southeasttech.edu with the tag number and the reason for disposal. This will ensure proper documentation on the consortium's inventory.

State Guidelines for Equipment Disposition: (As outlined in the [South Dakota Department of Education Perkins Inventory Guidelines](#))

Disposition of Equipment:

When a piece of equipment is no longer needed for the career and technical education program or becomes worn out or obsolete, the following process must be followed:

1. Use of Equipment for Other CTE Programs:

- Equipment may be repurposed for other approved CTE programs if the purpose aligns with the original intent of the purchase.
- If the consortium is the subrecipient, offer the equipment to member districts within the consortium.

2. Non-Capitalized Equipment Disposition Procedure:

- Offer the equipment to other approved CTE programs as appropriate.
 - If the subrecipient is a district, offer the item within the district.
 - If the subrecipient is a consortium, offer the item to member districts within the consortium.

- Notify the DCTE Grants Specialist of items to be surplus.
- DCTE will notify eligible subrecipients statewide about the surplus equipment and determine its recipient. The receiving school covers shipping or transfer costs.
- If no subrecipients claim the item, DCTE will authorize the subrecipient to dispose of it according to their district's policies.

3. **Capitalized Equipment Disposition Procedure:**

- Offer the equipment to other approved CTE programs as appropriate.
 - If the subrecipient is a district, offer the item within the district.
 - If the subrecipient is a consortium, offer the item to member districts within the consortium.
- Notify the DCTE Grants Specialist of items to be surplus or sold.
 - **Transfer to another subrecipient:** DCTE will notify eligible subrecipients statewide and determine the recipient. The receiving school covers shipping or transfer costs.
 - **Sale of equipment:**
 1. Determine the fair market value of the item and complete a Perkins Disposition Form.
 2. Submit a copy of the sales receipt with the form.
 3. Use the federal interest portion of the sale proceeds to purchase new equipment, following approval by DCTE via the Perkins Federal Interest Transfer Worksheet.
 4. Update inventory records to document the sale and the acquisition of new equipment.
 - **Trade-in of equipment:**
 - Deduct the trade-in credit from the original sales price to determine the eligible cost of new equipment. Federal funds cannot be used to pay the full price prior to the rebate deduction. Ensure proper documentation of rebates or credits.

4. **Broken Equipment:**

- If an item is broken and no longer usable, document its condition and disposal in the inventory records at the time of disposition. Retain these records for **5 years** per records retention requirements.