State Statutes, specifically MCA title 18-6-101, provide specific ways in which surplus state property must be disposed of, regardless of whether it is being sold or junked.

**Under NO circumstances should individual departments attempt to dispose of State property on their own.** This includes all State property that is not consumable, costs more than $25, and lasts longer than one year. *Never* trade, cannibalize, or dispose of property purchased with government funds without prior approval from the Director of Operations or designee.

Departments wishing to sell surplus property must submit it to the Director of Operations or designee. The department must provide the following:

1. Property number(s) of the surplus item(s), or serial/brand if there’s no tag.
2. Description of the property and location,
3. Condition of the property, i.e.: broken, operable, fair, excellent, etc.,
4. Estimated value.
5. Index used to purchase property (if known).

The Director of Operations or designee will utilize the following guidelines for property dispensation:

1. **Donation:** Items will be offered to public schools within our service area.
2. **Department of Administration Surplus Property:** Any items not donated to public school districts will be submitted to Montana Department of Administration, Surplus Property Division. The Surplus Property Division will make a determination if they will retrieve the item or if it can be disposed of.
3. **Items rejected by State Surplus Property:** Items rejected by the Surplus Property Division can be donated to non-profit agencies within our service area.
4. **Disposal:** If donation of surplus property is not feasible, items may be junked, destroyed, or sold for scrap. Prior approval of disposal must be received from the Business Office.