
DISPOSAL OF DISTRICT PROPERTY

Building Principals and Supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest price. The Business Administrator shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the school district;
2. centralize the storage of items of potential usefulness; or
3. discard or sell as surplus those items determined to be of no further use or worthless.

Following approval by the Board of Education, items may be sold in the following manner:

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale or public auction. In the event of a public auction or sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. Items shall be offered for sale to the general public;
3. give such items to a municipality or municipal corporation; and
4. sell remaining items as scrap for the best price or discard in the safest, least expensive manner.
5. all items offered for sale or donated according to this policy shall be sold “as is” and potential buyers shall be notified that all sales and gifts of District property are “as is”.
6. all items approved for sale by the Board of Education should include an upset price approved by the Superintendent, which is the lowest price that the Superintendent will accept for a particular item.

Adopted 4/24/17