

DISPOSAL OF DISTRICT PROPERTY

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. School property, other than real estate, which is obsolete, declared excess or no longer usable shall be disposed of with the proceeds placed in the general fund. Items valued at \$25 or more shall be sold through sealed bids or at public auction. Items that cannot be disposed of in this manner after a reasonable effort has been made can be sold directly to the person who is offering the best compensation possible.

Items valued at less than \$25 may be sold through sealed bids or public auction, but may also be sold outright. The Superintendent or his designee shall make an effort to establish a price for each item. However, the Superintendent shall be empowered to negotiate the best price possible for the district while still disposing of the unused items.

In the event of a public 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. The general public, as well as staff members who are not Board members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials.

Items that cannot be sold due to their condition or lack of interest, may be disposed of upon authorization of the Superintendent.

As an alternative to disposal of such items, the Superintendent is authorized to provide such items to another municipality or a bonafide non-profit organization for their valid use of the item. If such items have a value of \$100 or more, the Superintendent shall make such known to the Board prior to delivery.

Items will only be made available for sale to employees through the bidding process or via public auction.

The Director of Facilities shall prepare a report of all surplus property to be disposed of through sealed bids or public auction.

Adoption date: June 4, 2002

Effective: July 1, 2002