

Superintendent File: DN-R

PROPERTY DISPOSAL PROCEDURE REGULATION

The Superintendent shall authorize the Purchasing Director to act as the authorized agent in the disposition of school property. The Purchasing Director shall determine whether District property, other than real property which requires Board of Education approval, is obsolete, surplus, and/or of no further value to the school District. The repurpose of surplus property within the District shall be attempted wherever practical.

All surplus property with a fixed asset tag that is to be disposed, relocated or reassigned must be reported by the school or facility that is disposing the property to the Finance office to maintain an accurate and current fixed asset inventory.

Surplus District Property

Surplus District property shall be disposed of as follows:

1. The District may advertise for sale by competitive bid, or conduct a public auction for obsolete and/or surplus equipment and materials.
2. The District may sell obsolete, surplus or non-salvageable equipment and materials to any organization or private citizen, including District employees when such sale is in the best interest of the District.
3. The District may trade in surplus property as part of a purchase of similar equipment.
4. The District may dispose of, or recycle, non-salvageable items, without submitting to bid or auction in accordance with established procedures.

The sale, destruction or conveyance of surplus property requiring the passage of recorded title, (e.g. motor vehicles), must be approved in advance by the Purchasing Director.

The Purchasing Director shall be the point of contact for all surplus transactions in the District. To include the following:

- Vehicles (Buses and white fleet)
- Transportation surplus and salvage (all locations)
- O&M surplus and salvage (all locations)
- School surplus (e.g. desks, bookcases, file cabinets)

The Purchasing Director shall dispose of the surplus property in the most fiscally responsible way for the benefit of the taxpayer as well as the School District. The surplus shall be disposed of in the following order whenever feasible:

1. Transferred to another school or department.
2. Sold through an approved auction vendor or online auction site.
3. Sold using a public competitive bid.
4. Sold as scrap for recycling (various metals etc.).
5. Dispose of as necessary.

Current practice codified 1978

Revised: January 16, 1990

Repealed by the Board and revised and re-enacted by the Superintendent: December 3, 2002

Revised: July 15, 2014