

DISPOSAL OF SURPLUS PROPERTY

Policy

The Superintendent of Schools shall, through developed procedures, determine that property which is no longer of use to the School Department and shall declare it surplus. The Superintendent will inform the Board of items declared surplus on a regular basis, as well as advise the Board of the budget ramifications resulting from surplus sales. The Board of Directors shall be informed of any property declared surplus valued at more than \$10,000 prior to its being disposed of.

Practices

Surplus property shall be disposed of in the following manner:

- A. Surplus property, including books, to be offered for sale, shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be made at least one week in advance of the date of an auction, sale or opening of sealed bids. Books will be stamped “Disposed” over school identification.
- B. Any surplus property which is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the Superintendent of Schools.
- C. Any School District identification that has been applied to the surplus property shall be removed, or if not possible to remove, be further identified to indicate the intended disposition and surplus nature (i.e., “SOLD BY” / “SURPLUS”).

All revenues which result from the sale of surplus property shall be credited as miscellaneous income except in those instances where law requires that it be credited to a specific account.

First Reading: June 24, 2009

Second Reading: August 12, 2009