

# POLICY

1991/2011

5250

Sale and Disposal of School District Property

Non-Instructional/Business Operations

---

SUBJECT: **SALE AND DISPOSAL OF SCHOOL DISTRICT PROPERTY**

## **Sale of School Property**

No sale of school property shall be made without prior approval of the Board of Education. However, the responsibility for such sales may be delegated. The net proceeds from the sale of school property shall be deposited in the General Fund.

## **Disposal of District Personal Property**

### Equipment

School District equipment that is obsolete, surplus or unusable by the District shall be disposed of in such a manner that is advantageous to the District.

The Superintendent will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice or bona fide private sale. IF it is determined that reasonable attempts to dispose of the equipment have been made and such attempts have not produced an adequate return, the Superintendent or his/her designee may dispose of the equipment in any manner which he/she deems appropriate. There is a general prohibition against giving School District equipment away to private citizens. Items can be given to other municipal corporations if the property has no resale value.

### Textbooks

Textbooks may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.

If textbooks are no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:

- a. Sale of textbooks. If reasonable attempts to dispose of surplus textbooks fail to produce monetary return to the School District; then
- b. Donation to charitable organizations; or
- c. Recycled if possible
- d. Disposed of as trash

Comptroller's Opinions 58-120, 60-662

Updated 03/15/2011