

POLICY

2010

Fiscal Management

DISPOSAL OF DISTRICT PROPERTY

The Board of Education believes that the efficient administration of the district requires the disposition of personal property and goods no longer necessary for the maintenance of the educational program or operation of the School District

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Periodically a determination shall be made of which equipment, supplies, and/or materials are obsolete and cannot be salvaged or used effectively or economically by the school district. Such equipment, supplies, or materials shall be disposed in the manner that is most advantageous to the district, as determined by the School Business Official.

Prior to declaring equipment, supplies and/or materials obsolete and to making a determination to dispose of those items, the following should be considered:

1. Reassigning the items, as needed, to other locations within the school district;
2. Centralizing the storage of items of potential usefulness

Prior to the disposal of such property, the Board shall pass a resolution declaring such property to be surplus. Following approval by the Board of Education, items may be sold or disposed of in any one or more of the ways, as is determined by the School Business Official to be the most advantageous to the district:

1. Offer to sell the items to local municipalities or local non-profit organizations;
2. Sell items at a public sale. 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;
3. Sell items on a website (such as Govsales.org, ebay); and/or
4. Sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

After the Board declares the property as surplus and disposes of it, the property shall be removed from the District's capital inventory.

Textbooks and Library Books

Textbooks that lose their educational value as a result of changes in the curriculum or educational program and library books that lose their value as a result of age or use, may be disposed of in the following manner, at the discretion of the School Business Official.

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1. Sale for the highest possible price, through bid or public sale;
2. Sale for the highest possible price to local schools;
3. Donate to appropriate charitable organizations;
4. Sale to textbook/book companies either for cash or a credit against future purchases; and/or
5. Disposal in the safest, least expensive and environmentally friendly manner.

Ref: General Municipal Law §§51; 800 et seq.

Adoption date: July 2003
Revised/Adopted: 12/8/10