

### **SALE OR DISPOSAL OF SCHOOL DISTRICT 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.

#### **EQUIPMENT**

School District equipment that is obsolete, surplus, or unusable by the District shall be disposed of in such manner that is advantageous to the District.

In order to sell District equipment, a bona fide public sale must take place with adequate public notice of the sale. It cannot be sold ordinarily to any employee except at a public sale for a reasonable price.

Failure to produce monetary return to the School District after reasonable attempts to dispose of unnecessary equipment may result in disposal of equipment in any other appropriate manner, provided authorization is obtained from the Superintendent/designee. 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Textbooks may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.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;
- b. Donation to charitable organizations; and
- c. Disposal as trash.

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