

Greater Albany SD 8J
Administrative Regulation

Code: **DN-AR**
Revised/Reviewed: 10/91; 3/12/01; 6/03/04;
4/08/14; 10/09/17
Orig. Code(s): AR 7900

Disposal of District Property

School equipment in the district, which has a perceived value shall be disposed in one of the following ways:

1. Surplus/obsolete equipment sale;
2. Building participation in a special sale;
3. Trade-in allowance;
4. Donation to a public or non-profit agency.
5. Sale to a public agency.

School equipment with no perceived value as determined by the building administrator may be disposed through the normal work order process. School equipment (to be disposed of) shall not be given to individuals or staff members. The building administrator will keep a record of all disposed times.

School equipment acquired through federal or vocational funding may not be disposed of without district approval.

Disposal of Property with Minimal Value

Surplus property which has a value of less than \$500, or for which the costs of sale are likely to exceed sale proceeds, may be disposed of by any means determined to be cost-effective, including by disposal as waste. The district official making the disposal shall make a record of the value of the item and the manner of disposal.

Surplus/Obsolete Equipment Sale

The district will conduct periodic surplus/obsolete equipment sales. The sales will include all items that the buildings have determined to be surplus/obsolete and which do not justify a special sale. All proceeds from these sales will be credited to a district sale of assets account unless a building or club actively participates in the sale.

Building Participation in a Special Sale

The building administrator may request that a special sale be conducted when the value of the school equipment to be disposed of is over \$100. The director of business will work with the building administrator in conducting the sale. If the item being disposed of has been purchased with building funds, then the proceeds from the sale will be credited to the building.

Trade-In Allowance

The building administrator may use the school equipment to be disposed of as a trade-in allowance on the purchase of a new piece of equipment. The building administrator shall keep a record of all such transactions.

Donation to a Public or Nonprofit Agency

Donations of school equipment are limited to only public and nonprofit agencies. All requests must be approved by the superintendent.

Sale to a Public Agency

School equipment subject to disposal may be sold directly to another public agency. All requests must be approved by the Director of Business and Operations.