

Disposal of District Property

The superintendent, director of administrative services or designee may dispose of all obsolete, surplus, unwanted and/or excessively damaged equipment and supplies owned by the district in accordance with the following procedures:

1. Category I - Damaged items that are no longer usable or cost prohibitive to repair may be disposed of;
2. Category II - Property or materials estimated by the director of administrative services to have a value of less than \$50,000 may be sold by the director of administrative services at prices estimated to be the market values of the items. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then be disposed of as scrap or junk or be donated to appropriate charitable or educational agencies. Any dispositions of surplus property in this category will be summarized by item, price and buyer;
3. Category III - Property or materials estimated by the director of administrative services to be equal to or greater than \$50,000 must be declared surplus by the Board and sold by the director of administrative services through a bidding procedure. Any dispositions of surplus property in this category must be approved by the Board.

In the case of surplus equipment or vehicles, the superintendent or director of administrative services may dispose of such property through a trade-in allowance if:

1. It is determined that the trade-in allowance reasonably approximates the estimated value of the property;
2. The new equipment or vehicles are being purchased under a valid state agency contract to which the district has access; and
3. It is in the best interest of the district to do so (e.g., such a disposal method reduces the administrative costs to the district and minimizes warranty or other risks associated with such disposal).

For purposes of applying the above procedures, the item value for a particular transaction will be based on the total value of all items being disposed of as part of that transaction. For example, a set of textbooks will be valued as a set (not individual books), if disposed of as a set. Furthermore, items grouped to be sold through an auction/surplus property sale but sold as separate items/lots will be valued separately for purposes of the above procedures, not on an aggregate basis.

If the district property was purchased with state, federal or private grant funds, disposal of the property shall be made as outlined in the grant or by state or federal regulations.