

Elgin School District 23

Code: **DN-AR**
Adopted: 1/09/97
Readopted: 5/09/13
Orig. Code(s): DN-AR

Disposal of District Property

Disposal of Obsolete Texts and Other Books

Books which are no longer of value to the educational process may be disposed of using the following procedure:

1. Notice will be given to the staff that the surplus books are available for them to use in an educational manner;
2. Those books remaining following step one are made available to students and general public to purchase at a predetermined nominal fee (5 cents to 25 cents). The sale will be extended over two days;
3. Books not sold during the sale will be given to students who request them. A student may not acquire more than five books;
4. Books left after going through the above process may be taken to the refuse area.

Sale of Property

1. District equipment and materials may be traded to reduce the purchase price of replacement equipment or sold, if it is anticipated the equipment or materials cannot be used to further aid in the educational process;
2. Sale of equipment or materials shall be by Board approval;
3. In situations of disposing of surplus property other than books with a monetary value of less than \$100, a list of items shall be presented for approval to the Board with a recommended price for each item. Following approval by the Board of items to be sold, the staff will prepare the listed items for viewing and sale at the approved price. The date and time of the sale will be advertised to district patrons. No sales will be completed prior to the announced times and date. The successful purchaser-applicant shall be awarded the property upon full payment of the agreed purchase price;
4. Books which are no longer of value to the educational process may be disposed of using steps described above;
5. Property with a monetary value of \$100 or over shall be advertised for sale and sold to the highest bidder if the offer is reasonable;

6. Surplus property remaining following completion of the above steps may be disposed of by the Board in a manner judged to be appropriate;
7. The decision to dispose of district buildings or real estate shall be made in open public meeting and advertised on the agenda;
8. Revenue from sale of property shall be returned to the fund from which it was initially appropriated.