

**FISCAL MANAGEMENT**

**CODE: DN**  
**POLICY**

**SCHOOL PROPERTIES DISPOSAL PROCEDURE**

When equipment, books, and materials become worn, obsolete, surplus or otherwise unusable in the schools, the superintendent may authorize their disposal in a manner to the district's best advantage, provided that the unit value of the items is not more than \$500.00. If the values are in excess of that amount, formal authorization for negotiated sale or for putting the items to bid will be obtained from the board.

Surplus personal property will be classified for disposal according to the resale value of the item.

1. Items having a resale value will be disposed of as follows:
  - a. Items having a fair market value of \$500 or less may be disposed of by closed bid, auction or general sale.
  - b. Items having a fair market value of more than \$500 will be advertised for sale to the highest bidder.
  - c. The board shall reserve the right to reject any or all bids for the purchase of district personal property.
2. Items having no resale value or of insufficient value to defray the cost of sale may be disposed of as follows:
  - a. Salvageable parts may be removed for use in restoring inoperable district equipment to an operable condition and the remainder of the item disposed of for junk value or taken to the refuse collection center.
  - b. Usable parts may be removed and stored and the remainder of the item disposed of for junk value or taken to the refuse collection center.
  - c. Surplus items may be disposed of for junk value or taken to the refuse collection center.
  - d. Worn and outmoded books will not be destroyed until they have been offered to students, charitable organizations and made available to the general public.

**NEW POLICY**

**ADOPTION DATE: AUGUST 23, 1989**

**REVIEW DATE: JANUARY 7, 2015**