

## DISPOSAL OF DISTRICT PROPERTY

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year, a determination shall be made **regarding what district property** is obsolete and cannot be salvaged or utilized effectively or economically by the school district. Such property shall be sold through bid procedures, if possible, for the highest possible price.

The **Superintendent or his/her designee** shall be authorized, **following Board of Education approval**, to dispose of obsolete or surplus equipment and supplies in the following manner:

1. Reassign the items, as needed, to other locations within the school district; and/or
2. Centralize the storage of items of potential usefulness; and/or
3. Discard or sell as surplus those items determined to be of no further use or worthless.

### **Disposal of District Personal Property**

**Equipment or supplies—School district equipment or supplies that are obsolete, surplus, or unusable by the district shall be disposed of in such a manner that is advantageous to the district.**

**The Superintendent or his/her designee will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice. If it is determined that reasonable attempts to dispose of the equipment have been made and such attempts have not produced an adequate return, the Superintendent or his/her designee may dispose of the equipment in any manner which he/she deems appropriate.**

**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may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.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; however, if reasonable attempts to dispose of surplus textbooks fail to produce a monetary return to the school district, then (b) donation to charitable organizations; or (c) disposal as trash.**

Following approval by the Board of Education, property may be sold in any of the following manners:

1. Offer to sell the items to local municipalities or local non-profit organizations; and/or
2. Sell items at public sale. In the event of a public sale, notice of availability of such equipment, supplies, and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means; and/or
3. Sell items as scrap for the best obtainable amount or discard in the safest, least expensive manner; and/or
4. Sell items through a public electronic sale. The general public, as well as staff members who are not Board members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies, and/or materials.

**Whenever district property is being sold or discarded, district personnel shall complete form 6900-E "Disposal of District Property", and submit it to the Business Office.**

Ref.: General Municipal Law, Sections 51; 800 et seq.  
Ross v. Wilson, 308 N.Y. 2d 605 (1955)  
Matter of Baker, 14 EDR 5 (1974)  
Op. St. Compt. 58-120

Approved: July 1, 2001  
Revised and Approved: April 21, 2009