

## 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 Each year, a determination shall be made regarding what district property is obsolete and cannot be salvaged or utilized effectively or economically by the school district.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.

~~Building and Support Staff Supervisors shall be authorized to dispose of obsolete or surplus equipment and supplies valued under \$500 and the Superintendent or his/her designee shall be authorized to dispose of obsolete or surplus inventory items valued \$500 – \$4,999.~~ The disposal of assets valued up to and including \$4,999 shall require the approval of the Superintendent or his/her designee. Obsolete or surplus capital assets valued \$5,000 or more may be disposed of via sale, trade-in, scrap or trash upon approval by the Board of Education.

Items may be disposed of in the following manner:

- a. Centralize the storage of items of potential usefulness and periodically communicate to staff regarding these items in storage to ascertain their potential usefulness; and/or
- b. Reassign the items, as needed, to other locations within the school district; and/or
- c. Offer to sell the items to local municipalities or local non-profit organizations; and/or
- d. 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
- e. Sell items as scrap for the best obtainable amount or discard in the safest, least expensive manner; and/or
- f. Trade-in items for the best obtainable amount; and/or
- g. 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 or disposal function, shall be eligible to bid on the equipment, supplies, and/or materials.

All items sold, given, or transferred to another owner in any other manner shall be transferred on the condition that property is taken “As Is”.

In accordance with the authorization limits above, those individuals responsible for selling or trading in obsolete or surplus equipment in such a way so as to maximize the net proceeds of sale or trade 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 or library books —Textbooks or library books 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.

**Disposition of Equipment Acquired with Grant Funds**

When property acquired with grant funds is no longer needed for the original purpose or for other activities currently or previously supported by NYSED or the U.S. Department of Education, disposition will be made according to the Grantors’ requirements. NYSED’s requirements as of October 29<sup>th</sup>, 2014 are as follows:

|  |    |  |
|--|----|--|
| Items of equipment with a current per-unit fair market value of less than \$5,000:   | Or | Items of equipment with a current per-unit fair market value of \$5,000 or more:   |
| ↓  |    | ↓  |
| May be retained, sold or otherwise disposed of with no further obligation to NYSED, except that NYSED reserves the right to transfer furniture/equipment (regardless of how it is classified) to another grantee after the grant period. |    | May be retained or sold and NYSED has a right to an amount calculated by multiplying the current market value or proceeds from the sale by NYSED’s share of the equipment. The grantee must notify NYSED, in writing, of any equipment meeting these conditions to give NYSED the right to a refund or to transfer the items to another grantee. |

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 Official.

Ref.: General Municipal Law, Sections 51; 800 et seq.  
 Ross v. Wilson, 308 N.Y. 605 (1955)  
 Matter of Baker, 14 EDR 5 (1974)  
 Op. St. Compt. 58-120  
 Grants Administration and Implementation Resources issued by NYSED (Version 2, updated 7/13/10)

Approved: July 1, 2001  
 Revised and Approved: April 21, 2009; February 24, 2011; April 22, 2015