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. A determination shall be made periodically of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the school district. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.

The Director of Facilities shall be authorized 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;
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.

Items may be sold in the following manner:

1. offer to sell the items to local municipalities or local nonprofit organizations;
2. if appraised at $250 or less, the Director of Facilities and Transportation Manager may sell items at a public sale. In the event of a public safe, notice of availability of such equipment, supplies and material shall be disseminated through announcements in local newspapers and such other appropriate means. 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. Sealed bids may be accepted and opened at a specified time and place, and the highest bidder will receive the item(s);
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner; and
4. transportation vehicles shall be designated as surplus by the Board of Education prior to their disposal.

Ref: General Municipal Law §§51; 800 et seq.

Note: Prior policies, Policy Manual, 3260 and 3260.1, revised

Policy Adopted: March 12, 1997   Wayne Central School District