

SALE OF USED EQUIPMENT

POLICY

The Board believes that a fair and consistent procedure should be followed for the sale of used equipment that is no longer required for school purposes. In most cases, sales should be open to the general public, following an opportunity to inspect the items and, where applicable, submit bids.

Board approval of the sale is required if the replacement cost of the item to be disposed of is \$1,000 or more, and the item will not be traded in for new equipment.

This policy does not apply to the sale of numerous, less costly items which may be sold at a garage-type sale. However, the Board will be informed about the items to be sold.

PROCEDURE

- I. The Asst. Supt. of Business is responsible for the sale of school equipment that is no longer required for school purposes and for directing administrators and other staff to ensure that this procedure is followed in disposing of such equipment.
- II. When the Asst. Supt. of Business determines that equipment is no longer required for school purposes, an appropriate administrator shall be assigned to inspect the equipment and determine if there are any replaceable components new enough to justify exchanging them with used components without making the equipment unsaleable.
- III. Sales shall be conducted in the following manner:
 - A. Determine the approximate value of the equipment and replacement cost. (Contact companies that have experience with the particular type of equipment, research want ads, contact other schools, etc.).
 - B. Obtain Board approval for the sale and bid procedure if replacement cost is \$1,000 or more.
 - C. Place an ad in appropriate publications including:
 - description
 - minimum acceptable bid
 - deadline for bidding
 - pre-bid inspection procedures

- D. Under normal circumstances, school vehicles will be traded in rather than sold. Where vehicles are to be sold, they should be sold to dealers rather than the general public. However, if the transportation committee determines that the trade-in offer or the dealer purchase offer is unreasonable, the committee may authorize sale to the general public or through a professionally managed auctioning process.
 - E. Open bids on deadline and award sale to the highest bidder if it meets or exceeds the minimum acceptable; otherwise, reject all bids and repeat the process.
- IV. Where the replacement cost of equipment is less than \$1,000 the equipment may be sold without following a bid process. The equipment may be sold on an occasional single item basis, at a garage-type sale or through the Warren Woods warehouse program or through a professionally managed auctioning process.
- A. Prior to the sale, the Board shall be notified of items to be sold.
 - B. There is to be a public announcement of the sale, except for items sold through the Warren Woods warehouse program or an occasional single item.

Adopted: 03/16/89; Amended 04/21/94, 03/20/08