

SALE OF USED EQUIPMENT Administrative Guideline

The Superintendent or his/her designee shall effectively and efficiently make use of District property owned by the District and dispose of district property only when the same is no longer required for school purposes. The Superintendent or his/her designee may sell, exchange, auction, or leased District property no longer required for school purposes only in accordance with and pursuant to the provisions of Sale of Used Equipment Policy and the following procedures:

A. Determination of district property no longer needed for school purposes

The Superintendent or his/her designee shall assemble, clarify, and determine those items of district property (materials, equipment, furnishings, et al) owned by the District which are no longer required for school purposes. In making such determination, the Superintendent or his/her designee shall consider whether the District property has been damaged; has become obsolete; has ceased to function; is in need of extensive repair, where the cost of repair would exceed the cost of new replacement, or is not now required and it appears will not again be required by the District for school purposes. Items so identified shall be listed and deemed no longer required for school purposes by the Superintendent or his/her designee.

B. Disposition

With Board approval the Superintendent or his/her designee is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal.

C. District property – no resale value

District property which has been offered at public or private sale and for which no purchases has been obtained and which cannot be sold at any price whatsoever may be disposed of by the District.