

**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. Periodically, a determination shall be made 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 School Business Official 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 to the District.

Following approval by the Board of Education, items may be sold in the following manner:

1. by sale, which may be at a fixed price, by auction, or by sealed bid;
2. by gift to non-profit organizations which have need and use for the surplus item(s) only after the District has made a reasonable determination that it is not able to sell the property; by scrapping for salvage value, if any; and,
3. by trade-in for comparable property.

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

Adopted: June 21, 2006

Approved as New: November 19, 2014