

## **SCHOOL PROPERTIES DISPOSITION**

The Superintendent of Schools shall, through procedures he or she develops, evaluate property which is no longer of use to the School Department and shall declare it surplus. The School Board shall be informed of any item with a current estimated value of one hundred dollars or more when it is declared surplus. Surplus property shall be disposed of in the following manner.

1. Other municipal departments shall have first option on surplus property. The charge assessed other municipal departments for property transferred to them shall be determined by the Superintendent after consultation with the School Board Leadership.
2. Surplus property, including books, to be offered for sale, shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be made at least one week in advance of the date of an auction, sale or opening of sealed bids.
3. Any surplus property which is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the Superintendent of Schools.
4. If, in the judgment of the Superintendent of Schools, the material to be disposed of is beyond economical repair, or has no further useful service life, or has no intrinsic economic value, or is classified as hazardous or universal waste in accordance with current state or federal guidelines, the Superintendent of Schools may authorize direct disposal in a manner he or she deems appropriate.

Any revenues which result from the sale of surplus property shall be deposited as miscellaneous revenue except in those instances where law requires that it be credited to a specific account.

*Adopted: 10/21/80*

*Revised: 1/14/04*