

DISPOSAL OR SALE OF OBSOLETE OR UNUSABLE SCHOOL DISTRICT EQUIPMENT< SUPPLIES< OR MATERIALS

1. **PURPOSE**: To establish uniform sale or disposal procedures which protect the district and its employees.
2. **AUTHORITY**: Superintendent
3. **RESPONSIBILITY**: The superintendent or designee, principal, and Business Manager are responsible for ensuring compliance with this policy.
4. **PROCEDURE**: The following are the general procedures for the sale or disposal of all school district materials, supplies or equipment:
 - a. Ensure that the proposed sale or disposal is in keeping with the school board policy BP 3270
 - b. Ensure that the items for sale or disposal have not been purchased with federal funds. The disposal of property of any value, which was purchased through federal funds, is governed by very specific regulations; most require prior government approval for disposition. Before attempting to dispose of or sell any property purchase through federal funding, request clearance from the Business Manager.
 - c. Proceed with the sale or disposal per policy BP 3270.
 - d. Complete sale or disposal from.
 - e. Send proceeds and disposal records to the Business Manager.

Note: Property may be offered through a bidding process (sign-up sheet or sealed bids mailed to the district office) or by setting a reasonable sales price for each item. Records must be maintained on the surplus property sale.