

EAST QUOGUE UNION FREE SCHOOL DISTRICT

DISPOSAL OF BROKEN/SURPLUS/OBSOLETE DISTRICT PROPERTY

POLICY 6900

School districts are authorized to dispose of outdated and obsolete property, including textbooks, as well as property which has been badly damaged, or in other ways made unusable.

The Superintendent of Schools or designee is responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year, 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.

Once approved by the Board of Education, the Superintendent of Schools or designee 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 or worthless.

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

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale or on a public on-line auction site approved by the Purchasing Agent in accordance with laws and the School District's purchasing policy. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. The general public, as well as staff members who are not Board members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

Sales need not be on a bid basis. However, prices received will be commensurate with the item's real value. Proceeds of such sales will be deposited in the appropriate general fund account and will not be considered as belonging to any particular school.

The School District may not sell School District-owned property to any employee, even though said property may be declared surplus, for any reason whatsoever, unless the purchase is the result of the public bid. At a public sale, the general public, as well as staff members who are not Board of Education members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials.

The Board of Education shall obtain the best price possible for goods sold under this policy. All School District records relative to property disposal will be retained in accordance with the State

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Department of Education retention schedule. Any surplus items that remain unsold may be sold for scrap for the best obtainable amount, donated, or discard in the safest, least expensive manner.

Prior to reassigning, storing, discarding, or selling any equipment or supplies (including computer hardware and software), the School District will ensure that all District-related data and information is permanently and completely removed. If such data cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies will be destroyed, and if reassigned or stored, the School District will note that District data or information has not been permanently and completely removed.

The School District will also ensure that all District-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The District will work with the third party provider to ensure that District data and information is able to be permanently and completely removed from the equipment.

Cross-ref: 6600 Fiscal Accounting and Reporting
 6700 Purchasing

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

Adoption Date: December 12, 2016

Revised: January 30, 2024