

**DISPOSAL OF DISTRICT PROPERTY**

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within the District. Such responsibility shall be limited to each administrator's area of expertise or area of employment obligation. A determination shall be made of equipment, supplies, and/or materials which are obsolete. Equipment meeting this definition shall be uneconomical, unsalvageable, or burdensome to operate and maintain. Such equipment, supplies, or materials shall be sold in accordance with requisite bidding procedures discussed herein.

In the sale or disposal of District property, the Board of Education shall obtain the highest price possible. However, in doing so, the Board may exercise its discretion concerning the method of sale that will facilitate the best reasonable price.

The Assistant Superintendent for Management Services and Strategic Planning is authorized to reassign surplus equipment and supplies in the following manner:

1. transfer items to other district schools; or
2. transfer storage items for potential usefulness.

Following approval by the Board of Education, items whose purchase price exceeds \$200.00 may be disposed of in the following manner:

1. Sale to local municipalities or local non-profit organizations at fair market value.
2. Sale by bid to the public. 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 other such appropriate means. The general public, as well as staff members who are not members of the Board of Education, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies, and/or materials.
3. Sale, as scrap, for the best obtainable price.
4. Discard, as scrap, those items whose condition, age, copyright, or function has reduced the effective value to zero.

The Supervisor of Buildings and Grounds is authorized to dispose of, as scrap, those broken or surplus items whose purchase price was under \$200.00, and which are not economically repairable, or for which there is no further use within the District and no resale value.

The Assistant Superintendent for Instruction is authorized to dispose of textbooks and library materials that are out of date, or not economically repairable and for which there is no further use in the District.

This policy shall not apply to real property owned by the District.

Reference: Education Law §1709(11)  
General Municipal Law §800

Revised: November 20, 2001; October 17, 2006