Sale and Disposal of Books, Equipment and Supplies

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other tangible property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned tangible property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items. Disposal of obsolete instructional materials shall be conducted in accordance with Board Policy 6161.

The Board shall approve the price and terms of any sale or lease of tangible or real property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed $2,500 in value, the property may be sold without advertising for bids (Education Code 17546). Likewise, if the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of in the local public dump (Education Code 17546).

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return.

Legal Reference:

EDUCATION CODE
17540-17542  Sale or lease of personal property by one district to another
17545-17555  Sale of personal property
35168  Inventory, including record of time and mode of disposal
60510-60511  Donation or sale
60520-60521  Disposition of sale proceeds
60530  Methods of destruction

GOVERNMENT CODE
25505  District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 2
200.0 – 200.521  Federal uniform grant guidance

CODE OF REGULATIONS, TITLE 5
3944  Consolidated categorical programs, district title to equipment
3946  Disposal of equipment purchased with state and federal consolidated application funds
Sale and Disposal of Books, Equipment and Supplies

UNITED STATES CODE, TITLE 40
484 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34
80.32 Equipment acquired under a grant or subgrant

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

California Department of Education: http://www.cde.ca.gov

School Services of California: http://www.sscal.com

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