

**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

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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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