

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number 703.3AR Adopted April 1988 Revised February 2019

Title Disposal of District Property

1. **Transfer of Equipment, Material and Supplies**

1.1 District employees will identify and report surplus, obsolete or unusable equipment, materials and supplies to their site's Trading Post administrator who will list the items on the Trading Post section of the district intranet.

1.1.1 Items listed on the Trading Post can be requested by district staff with appropriate administrator's approval, for use within the district. Requested items will be transferred to that school or department.

1.1.1.1 The purchasing/central receiving supervisor will schedule the collection of requested items.

1.1.2 Items not requested will remain in storage in the school or district-level department until the appropriate Trading Post collection unless there is no space available and/or the school or department is in violation of state fire codes. If there is a need for storage in a different location, the principal or district-level director must contact the purchasing/central receiving supervisor about short-term storage options.

1.2 The purchasing/central receiving supervisor will prepare and distribute to each site, reports indicating which items will be collected for sale, donation, disposal or recycling.

2. **Disposal of Equipment, Materials and Supplies (Excluding Books)**

2.1 Items with no resale value or of a value insufficient to defray the cost of the sale may be disposed of by being:

2.1.1 Taken to a refuse collection site, or

2.1.2 Disposed of in another manner as authorized by the purchasing/central receiving supervisor.

2.2 Items with resale value of \$25,000 or less may be disposed of by the purchasing/central receiving supervisor as follows:

2.2.1 Sold at a public auction held by the district, which is publicized in the district's official newspaper at least two weeks in advance;

2.2.2 Sold through a public sale or auction conducted by another governmental unit;

2.2.3 Sold to anyone by obtaining at least two written quotes. (The district reserves the right to negotiate with the party that provides the highest quote.);

2.2.4 Sold by advertising for and receiving sealed bids and complying with the other requirements of competitive bidding statutes, or

- 2.2.5 Sold using an electronic selling process in which purchasers compete to purchase the surplus supplies, materials or equipment at the highest purchase price in an open and interactive environment.
  - 2.3 Items with a resale value exceeding \$25,000 but not to exceed \$175,000 may be disposed of by the purchasing/central receiving supervisor as follows:
    - 2.3.1 Sold by advertising for and receiving sealed bids and complying with other requirements of competitive bidding statutes or by obtaining two or more written quotes, or
    - 2.3.2 Sold using an electronic selling process in which purchasers compete to purchase the surplus supplies, materials or equipment at the highest purchase price in an open and interactive environment.
  - 2.4 Items with a resale value exceeding \$175,000 will be sold by advertising for and receiving sealed bids and complying with the requirements of competitive bidding statutes.
  - 2.5 Any revenue received by the district from the sale of property will be placed in the appropriate districtwide fund.
3. **Disposal of Books** – All books (textbooks, library books, etc.) will be disposed of through the Central Receiving Department.
  - 3.1 The purchasing/central receiving supervisor will schedule text and library book collections as needed throughout the year.
  - 3.2 Central Receiving will dispose of the books by selling, recycling, sending them to a landfill or in another manner as authorized by the purchasing/central receiving supervisor.
4. **Disposal of Computers** – The district may dispose of surplus computers and related equipment by conveying the property and title to another school district, the state Department of Corrections or the board of trustees of the Minnesota State Colleges and Universities. Employees who wish to dispose of surplus computers in this manner shall consult with the purchasing/central receiving supervisor.
5. **Disposal of Real Property**
  - 5.1 Real property is defined as land and buildings and other structures on the land.
  - 5.2 The School Board must authorize the sale or lease of real property.
    - 5.2.1 Upon authorization, the superintendent or designee will obtain an appraisal of the property, advertise the availability of the property, solicit bids for the property and recommend approval or rejection of bids to the School Board.
    - 5.2.2 Final sale must be approved by the School Board.
    - 5.2.3 Sale of real property will be reported to the Minnesota commissioner of education in accordance with state statute.

5.3 Any revenue received by the district from the sale of real property will be placed in the appropriate districtwide fund.

6. **Disposal of Property to other Governmental Units** – The district may enter into a contract with any U.S. or Minnesota state agency or another political subdivision of the state for the disposal of equipment, supplies, materials or other property, including real property. Employees who wish to dispose of property in this manner shall consult with the purchasing/central receiving supervisor.

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**References:** - Minnesota Statute 123B.52, subd. 6., Disposing of Surplus School Computers  
- Minnesota Statute 471.345, Uniform Municipal Contracting Law  
- Minnesota Statute 471.64, May Get, Dispose of Property to, from U.S., State Agencies