

Series 3000 – Business

AR 3270

TITLE: Sale and Disposal of Books, Equipment and Supplies	
<p>Approved by: <u> <i>Rob Gregor</i> </u> <i>Rob Gregor, Superintendent of Schools</i></p> <p>Approved by: <u> <i>Marjorie Renicker</i> </u> <i>Marjorie Renicker, Board President</i></p>	<p>Series: Business Version: 1 Effective Date: 10/11/2023 Previous Policy Date: N/A Revised By: Committee Policy Number: AR 3270</p>

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by Yuba County Office of Education (YCOE). Alternatively, such materials may be donated to: (Education Code 60510)

1. A district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

Any organization, agency, or institution receiving obsolete instructional materials donated by Yuba County Office of Education (YCOE) shall certify to the Governing Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60511)

At least 60 days before selling or donating surplus or undistributed obsolete instructional materials, the County Superintendent or designee shall notify the public of YCOE's intention to do so through a public service announcement on YCOE's website and/or social media. Representatives of those entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

Surplus or undistributed obsolete instructional materials which are unusable, or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price

2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after YCOE has given notice to all persons who have filed a request for such notice

Equipment/Supplies Acquired with Federal Funds

When YCOE has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (2 CFR 200.313)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, YCOE may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever YCOE sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (2 CFR 200.313, 200.314)

In the event that YCOE is provided equipment that is federally owned, YCOE shall request disposition instructions from the federal agency when it no longer needs the equipment. (2 CFR 200.313)

Other Personal Property

YCOE may sell other surplus or obsolete YCOE-owned personal property through any of the following methods:

1. The County Superintendent or designee may advertise for bids by posting a notice in at least three public places in the County for at least two weeks, or by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the County and, if possible, publishing within the County. YCOE shall sell the property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

Property for which no qualified bid has been received may be sold, without further advertising, by the County Superintendent or designee. (Education Code 17546)

2. The property may be sold by means of a public auction conducted by YCOE employees, employees of other public agencies, or by contract with a private auction firm. (Education Code 17545)
3. YCOE may sell the property without advertising for bids under any of the following conditions:

- a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)
- b. YCOE sells the property to agencies of the federal, state, or local government, to any school district, or to any agency eligible under the federal surplus property law and the sale price equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)
- c. YCOE sells or leases the property to agencies of the federal, state, or local government or to any school district and the price and terms of the sale or lease are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

Money received from the sale of surplus personal property shall be either deposited in the YCOE reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Federal	Description
2 CFR 200.0-200.521	Federal uniform grant guidance
40 USC 549	Surplus property
Management Resources	Description
California Department of Education	Standards for Evaluating Instructional Materials for Social
Publication	Content, 2013
Website	School Services of California, Inc.
State	Description
5 CCR 3944	Consolidated categorical programs, district title to equipment
5 CCR 3946	Control, safeguards, disposal of equipment purchased with consolidated application funds
Ed. Code 17540-17542	Sale or lease of personal property by one district to another
Ed. Code 17545-17555	Sale of personal property
Ed. Code 35168	Inventory of equipment
Ed. Code 60510-60530	Sale, donation, or disposal of instructional materials
Gov. Code 25505	District property; disposition; proceeds
Cross References	
Code	Description
3100	Budget Adoption And Revision