

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Sale/Exchange/Lease/Disposal of Property

A. Generally

1. The sale of school property must be for the benefit of the School Division and consistent with good business principles. The School Board does not have the power to make a gift of school property, unless authorized by law.
2. No School Board member, employee, or any spouse or relative residing in the same household as any School Board Member or employee may accept, bid or benefit from the disposal of any surplus property.

B. Personal Property

1. The Superintendent or designee is~~shall be~~ authorized by the School Board to sell or exchange personal property not exceeding five thousand dollars (\$5,000.00) in value. The Superintendent or designee shall make every effort to ensure receiving the best possible price or exchange.
2. Surplus vehicles are to be sold at public auction or by sealed bids. Use of public auctions by electronic means is permissible.

C. Real Property

The sale, ~~or~~ exchange, or transfer of real property shall be in accordance with applicable law.

D. Lease of Property

The leasing of real and personal property shall be in accordance with applicable law.

E. Disposal of Surplus Personal Property

1. Personal property may be disposed of when it has been determined to be surplus, reported to the Superintendent, ~~;~~ or designee, and approved in accordance with subsection B by the Superintendent (personal property valued at \$5,000 or less) or the School Board (personal property valued at more than \$5,000).
2. The following are examples of methods of disposal that may be used after approval:
 - a. Trade-in value on the purchase of other items
 - b. Repair and redistribution

- c. Transfer to city agencies
- d. Sale to other school divisions
- e. Sale by competitive bids or public auction. Use of public auctions by electronic means is permissible.
- f. Sale of items through a third party service for a fair market value.
- g. Repurpose.
- h. Dispose of as scrap.
- i. Donation to an affiliated group for public purposes.

F. Donation of Obsolete Educational Technology

The School Board authorizes the Superintendent or designee to donate obsolete educational technology hardware and software being replaced pursuant to Virginia Code § 22.1-199.1 (B)(4). Such donations must be made in accordance with applicable law.

G. Trade-in of ~~Non-Surplus~~Non-Surplus Personal Property

The Superintendent or designee shall be authorized by the School Board to trade-in non surplus personal property on the purchase of new property/equipment provided that the trade-in value of the item(s) is \$50,000 or less. The Superintendent **or designee** shall make every effort to ensure that the School Division receives the best possible trade-in value for the property.

Legal Reference

Code of Virginia § 22.1-129, as amended. Surplus ~~real~~ property; sale, exchange or lease of real and personal property.

Code of Virginia §22.1-129.1, as amended. Transfer of assistive technology devices.

Code of Virginia § 22.1-199.1, as amended. Programs designed to promote educational opportunities.

Adopted by School Board: July 21, 1970

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Amended by School Board

APPROVED AS TO
LEGAL SUFFICIENCY

