

SALE OF SURPLUS PROPERTY

I. Statement of Policy

Each year, a determination shall be made of equipment, supplies and/or materials that are obsolete and cannot be salvaged or utilized effectively by the respective program administrator and reported to the Superintendent. Program administrators are responsible for identifying obsolete or surplus materials, equipment or other personal property of the Waterville Central School District (the District). A listing shall be forwarded to the Business Office each year by July 1st. Such materials, equipment and/or supplies that are obsolete and cannot be salvaged or utilized effectively shall be sold through bid procedures, if possible, for the highest possible price.

II. Disposal of Equipment/Supplies

The Superintendent shall consider disposal of such equipment or supplies in one of the following manners:

- A. Reassign the items, as needed, to other locations within the School District;
- B. Centralize the storage of items of potential usefulness; and/or
- C. Discard or sell as surplus these items determined to be of no further use or worthless.

III. Board Approved Items to be Sold

Following approval by the Board of Education (the Board), items may be sold in the following manner:

- A. Offer to sell the items to local municipalities or local nonprofit organizations;
- B. Sell the items at a public sale. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers or other appropriate means at least one (1) week before the sale. The general public, as well as staff members who are not Board members, officers or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and
- C. Sell the remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

POLICY

FISCAL MANAGEMENT

4503

SALE OF SURPLUS PROPERTY

Waterville Central School District

Legal Ref: NYS Constitution, Article VIII, 31 General Municipal Law Section 51, 800 et seq.op.
St. Comptroller, 58-120

Adopted: 01/14/80

Revised: 01/28/97, 11/24/09, 12/02/14, 02/13/24