

## SALE OF SURPLUS EQUIPMENT AND SUPPLIES

Merchandise and equipment no longer usable for the purpose for which it was acquired or built shall be declared surplus by the Superintendent upon notification by the department to which the merchandise or equipment has been assigned. The equipment and appliances will then be inspected to determine if they are usable or should be declared surplus. If the items are declared surplus, the St. Mary Parish School Board shall then call for sealed bids and/or public auction for the sale of such merchandise or equipment. A minimum fair value price shall be established for each item and the bid price shall start at that point for items considered worthy. Said bids shall be opened publicly and disposed of in a prudent, businesslike manner. The School Board shall reserve the right to accept or reject any and all bids.

Items declared surplus or unfit for further use by the Board shall be stored at the school/department where assigned until the merchandise or equipment is properly sold or other plans for disposition are approved by the Superintendent.

The sale of surplus merchandise or equipment shall be final, on the "as is" or "where is" basis and shall carry no warranties whatsoever. If not sold, these items shall be sold as junk, or if no salvage value can be realized, destroyed in the most economical manner possible.

### COMPUTING DEVICES

[The School Board may sell, trade, or participate in a buyback program, as provided by La. Rev. Stat. Ann. §17:87.6, for the purpose of alienating individual computing devices that have been used by students for classwork, notwithstanding any provisions of law to the contrary.](#)

When the School Board determines that an individual computing device used by a student or students has reached the end of its typical life cycle, is no longer needed for school purposes, and will be removed from classroom use, and that the best interest of the public school system would be served by the private sale of such device due to the cost of auctioning the device or recycling it or due to other factors, the School Board may sell the device to a student enrolled in a school in the school system or to the parent, tutor, or legal guardian of such a student.

The sale price for the device shall be reasonably equivalent to the value of the device, taking into consideration its typical life cycle, current condition, and costs of other methods of alienation or disposal.

All such sales shall be in accordance with School Board policies, and sale prices shall be approved by appropriate school system administrative personnel prior to sale. Such sales shall apply only to individual computing devices used for classwork by students and shall not apply to other computer equipment or related equipment such as routers, switches, or servers.

The School Board may use revenue generated from the sale of devices for the acquisition, maintenance, or improvement of technology resources for the school or School District.

Prior to the alienation of a device, the School Board shall securely erase all student, employee, and school and District data or otherwise render it inaccessible in accordance with data security policies established by the state Department of Education and any applicable state or federal regulations.

New policy: January 10, 2013  
Revised: November, 2025

Ref: La. Rev. Stat. Ann. "17:87.6, 49:125; Board minutes, 1-10-13.