ICCB--DISPOSAL OF SCHOOL EQUIPMENT AND SUPPLIES

MEMBER REQUESTED

ICCB - DISPOSAL OF SCHOOL EQUIPMENT AND SUPPLIES

Effective use of school building space, and consideration for the safety of personnel and students, will at times require disposal of surplus or obsolete equipment and material. The Board will dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system as outlined herein.

The building principal or person in charge of the department where such school property is located will inform the Superintendent/Business Manager the availability of the property. The Superintendent/Business Manager shall inform the Board of the property available for disposal.

The Superintendent/Business Manager shall post a listing of all property available for disposal throughout the District. Any department or building in the District that can use such equipment or supplies may request the material. Reassignment of the property will be made by the Superintendent/Business Manager.

Those items not requested by other District departments or buildings will be disposed of as follows:

1. Items having minimal or no resale value may be offered without cost to charitable and civic organizations or disposed of by the most efficient method by the Superintendent or a designee. When such a donation or disposal is made, the organization receiving the donated or disposed of property must pay all costs associated with the donation or disposal of the obsolete property, including, but not limited to, any costs associated with loading or unloading the property, shipping the property, storing the property, and/or insuring the property.
2. Items having resale value may be sold to the highest bidder either through sealed bids, at auction, or through another form of public sale. The Superintendent/Business Manager shall establish procedures for the sale. All items for sale shall be advertised.
3. Items may be sold through private sale if the District deems it appropriate
4. Property the District purchased through federal funds may be disposed of only in accordance with policy HBAA (Federal Fiscal Compliance) and in accordance with post federal award requirements.

Recordkeeping

The District shall maintain records of all transactions related to the sale, donation, or disposal of items in accordance with applicable record retention policies. The Board shall be given a list of all items disposed of either through sale or donation.

Use of Sale Proceeds

The Proceeds from the lease, rental, or sale of real property shall be deposited into the District's general or building fund at the discretion of the School Board.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- HBAA, Purchasing

End of Hope- Page Policy ICCB . . . . . Adopted: 2/11/2026