



Cache County School District

Policy Series 6000: Finance and Operations

Policy No. 6280

Sale of Surplus Equipment

Disposition of surplus property process:

- A. Authority: No district employee shall transfer, sell or trade in, any property owned by the Cache County School District without verbal or written authorization of the Business Administrator or designee.
- B. Surplus Property: Schools and district departments shall notify the Purchasing Department or designee of all surplus property. Insofar as feasible and practical, the Purchasing Department will transfer surplus property between schools and offices.
- C. Sale of Surplus Property: Surplus property, which has been determined to be of no use to the District or other public entities, shall be offered to the general public through competitive bids, public auction, or public internet auction website.
- D. Surplus Computers will be disposed of through computer recycling companies as directed by the Business Administrator, or his/her designee, in order to ensure proper recycling procedures are followed protecting the District and employee's liability.

Legal References:

Synopsis:

Approved by the Board of Education: July 1, 1989. Last Revised: November 1, 2007.