

PROPERTY DISPOSITION (PROPERTY OTHER THAN REAL ESTATE)

The Superintendent is authorized to determine, through procedures they develop, whether personal property such as supplies, books, materials, and equipment is obsolete or no longer of use to Scarborough Public Schools and to declare it surplus personal property.

Procedures for disposal of surplus property shall be in accordance with the following:

- A. The Board is to be informed of any property valued over \$5000.00 which is declared surplus by the Superintendent prior to its disposal.
- B. The Superintendent shall make the Town Manager aware of the planned disposal of property valued over \$5,000, in the case a municipal department might benefit from its use.
- C. In the event that surplus property is offered for sale, public notice of the sale shall be given at least one week in advance.
- D. Any surplus property which is offered for sale and is not sold may be disposed of in a manner deemed advisable by the Superintendent, including donation to nonprofit agencies.
- E. The Board may direct the Superintendent to sell or donate surplus property to a specific community service organization if, in the Board's judgment, the sale or donation will best serve the interests of Scarborough Public Schools and the community, and when such sale or donation is not contrary to law.
- F. Any property deemed to be worthless, or for any reason considered to be inappropriate for sale, may be disposed of in a manner the Superintendent deems appropriate.
- G. All revenues which result from the sale of surplus property shall be credited in one of the following ways: 1) as miscellaneous school income; or 2) when applicable, towards the cost of goods or services to be provided to the Board; or 3) when required by law, to a specific account.

Legal Reference: 20-A M.R.S.A. § 7

Adopted: November 21, 1991

Revised: October 3, 2002
July 19, 2012
May 7, 2026