

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 Business Manager of the availability of the property. The Business Manager shall inform the Board of the property disposal annually.

The 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 Business Manager.

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

1. Items worth less than \$100 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 of \$100 or more may be sold to the highest bidder either through sealed bids, at auction, or through another form of public sale. The Business Manager shall establish procedures for the sale. All items for sale shall be posted on the district website.
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 fund.

Complementing Policy
HBAA, Purchasing

End of Jamestown Public School Policy ICCB.....Adopted:3/18/2019 Amended 9/21/2026