BP-3270

SCHOOL PROPERTIES DISPOSAL PROCEDURE

The School Board recognizes that the District may own personal property, which is unusable, obsolete, or no longer needed by the District.

The Superintendent or designee shall identify to the Board all inventoried personal property not needed by the District, together with the estimated value and recommended disposition. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of District personal property in accordance with state law.

Surplus property belonging to the District shall be disposed of by one of the following methods:

1. It may be sold at fair market value.
2. It may be donated to the City and Borough of Wrangell.
3. It may be declared valueless and dumped or offered to the public for free.

The Superintendent or designee shall first determine the item's estimated market value, using any method reasonably and customarily used to establish market value. If an item has no or a negligible value, it may be dumped or offered to the public for free.

If an item has an estimated fair market value of $500 or less, it may be offered to interested parties for sale at fair market value through an informal notice and offer process. If no offer at fair market value is received, the superintendent, in his or her discretion, may accept the highest offer or re-offer the item for sale at a reduced price.

If an item to be declared surplus has an estimated fair market value in excess of $500, the superintendent shall submit a description of the item to the Board for approval of disposal.

First, the item shall be offered to the City & Borough of Wrangell at no charge.

The Superintendent or designee shall first cause the item to be advertised for sale for at least one week. If two or more people respond to the advertisement, the item shall be sold to the highest bidder. Bids shall be sealed and mailed to the superintendent to be opened at a specified time. A minimum value may be ascribed to the item and bids under this value need not be accepted. If no one responds to the advertisement or if no bid meets or exceeds the item's minimum value, the superintendent may dispose of the item as he/she deems appropriate.

If any item of surplus property is listed on the district's physical inventory, the date and mode of disposal of the item shall be recorded in the equipment inventory ledger.

Cross Reference: Board Policy 3440, Property Accounting

Adopted as an Administrative Regulation in Consultation with Legal Counsel:	October 16, 2006
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