

5.5P

SALE AND DISPOSAL OF SURPLUS PROPERTY

BOARD REVIEW: DECEMBER 8, 1992

REVISED: MAY 8, 2001

REVISED: JANUARY 13, 2009

CATEGORY 2 REVISION: MAY 14, 2013

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1. Public Notice. There shall be no sale of surplus property until notice has been given by posting in at least three public places in the District for at least two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper published in the District and having a general circulation there.
 2. The Board of Trustees may choose to conduct any sale of surplus property by means of a public auction conducted by employees of the District or other public agencies or by contract with a private auction firm. The Director, Purchasing & Graphics Services has the authority to transfer the surplus property to the highest responsible bidder upon completion of the auction and after payment has been received.
 3. No property shall be sold, or otherwise disposed of, from the District without a surplus declaration by the Board of Trustees. This includes property being traded in during the acquisition of replacement property.
 4. Property having a value of less than Twenty-Five Hundred Dollars (\$2,500) as determined by the Director, Purchasing & Graphics Services or an independent appraiser may be sold at a private sale without advertising if approved by a unanimous vote of Board members present.
 5. Any item or items of surplus property having previously been offered for sale as described in Number 2 above, but for which no qualified bid was received, may be sold at private sale, donated to another public school or a charitable organization, or disposed of in the most cost effective manner without public advertising by the Director, Purchasing & Graphics Services. Such property shall be offered on a fair and equitable basis, first to public schools, then public agencies, and finally to charitable organizations, with priority given to those entities within the boundaries of the District.
 6. If the value of property, as determined by the Director, Purchasing & Graphics Services with the approval of the Vice President of Business Services, is of insufficient value to defray the costs of arranging a sale, the property may be donated to a public school, another public agency, or a charitable organization. Failing any interest in the surplus property, the Director, Purchasing & Graphics Services with the approval of the Vice President, Business Services, may dispose of the surplus property in the most cost effective manner for the District.
 7. Personal property having value of \$500 or more may be donated to school districts or other public agencies with priority given to those within the boundaries of the District. A committee consisting of the Director, Purchasing & Graphics Services, a representative from Academic Affairs, a supervising administrator and, when appropriate, the Director, Information Technology shall recommend recipients to receive the donation.
 8. The Director, Purchasing & Graphics Services shall report to the Board of Trustees on the sale, donation, or disposal of surplus property.