

DN - Property Disposal

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It is the will of the School Board that all property purchased for use by the School District be used in the most effective and efficient manner and that at the end of its useful life disposed of in accordance with state and federal law and in a way that is most beneficial to the taxpayers. To that end the School Board authorizes the Superintendent to determine when personal property (supplies, materials, and equipment) is obsolete or beyond economic repair and no longer of use to the District and to declare it surplus property. The Superintendent is further instructed to establish procedures that will insure proper disposal of surplus personal property and to inform the Board of any personal property declared surplus with an estimated value greater than \$5,000 prior to its disposal.

Disposal procedures established by the Superintendent shall include at a minimum the following provisions:

- A. All municipal governments in the district are to be informed in writing of property declared surplus, and are to have first option to purchase. The charges for municipal purchases shall be determined by the Superintendent after consultation with the board.
- B. Surplus property, including books, to be offered for sale shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale, or opening of sealed bids. All property is to be sold as is, where is.
- C. Library books, textbooks, and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of the school unit, then to others.
- D. Any surplus property which is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the superintendent, including donation to nonprofit agencies.
- E. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Superintendent deems appropriate after so informing the Board, with recycling as a priority where feasible.
- F. Any school unit identification borne by surplus property shall be removed, or be further identified to indicate the intended disposition and surplus nature (i.e., "SOLD BY" "SURPLUS").

All revenues which result from the sale of surplus property shall be credited as miscellaneous income except in any instance where law requires that it be credited to a specific account.

Legal Reference: Title 20-A MRSA §7

Policy Adopted: November 6, 1991

Policy Revised: May 19, 1999 and November 2, 2005

Policy Reviewed: June 15, 2009

Revision #3

Created 16 March 2022 18:23:35 by Reilly Greenlaw

Updated 16 March 2023 17:06:09