

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: DN

SCHOOL PROPERTY DISPOSAL

Statement of Purpose

The purpose of this policy is to prescribe the manner in which surplus and/or obsolete items are to be removed from the district's inventory.

Statement of Policy

The Sanborn Regional School Board authorizes the Business Administrator to dispose of surplus and/or obsolete items according to the following priority actions:

1. The Business Administrator shall identify and post an internal notice of surplus that is available for internal district-wide reallocation prior to disposal
2. By selling to the individual submitting the highest sealed bid if the item's estimated value is greater than One Thousand Dollars (\$1,000).
3. By disposing of an item of value which is estimated to be less than One Thousand Dollars (\$1,000) using whatever business arrangement is in the best interest of the school district.
4. When practicable, by donating such items to charitable organizations and schools.
5. By giving such items to local citizens on a first-come first served basis after two weeks of public notice.
6. By disposal to the local landfill or salvage facility.

No supplies or equipment shall be disposed of until permission has been received from the Business Administrator, who shall determine whether the materials involved are salable, and, if such shall be the case, he/she shall authorize the sale of the materials. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be in accordance with the above.

Sale of real estate will be by vote of the electorate of the school district at an annual or special school district meeting, and the revenue derived therefrom shall be returned to the general fund to defray costs of current expenses.

In all instances, records of disposal shall be maintained through normal inventory procedures in each school, and moneys realized from any sales shall be returned to the school district treasurer.

Related policy: None

Effective: December 7, 1977

Revised: June 17, 1981

Revised: November 17, 1982

Revised: June 3, 1998

Reaffirmed: October 15, 2008