

EAST QUOGUE UNION FREE SCHOOL DISTRICT

DISPOSAL OF BROKEN/SURPLUS/OBSOLETE

DISTRICT PROPERTY

POLICY 6900

School districts are authorized to dispose of outdated and obsolete property, including textbooks, as well as property which has been badly damaged, or in other ways made unusable.

The Superintendent of Schools or his/her designee is responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Determinations shall be made of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the School District.

Once approved by the Board of Education, the Superintendent of Schools or his/her designee shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

- 1, reassign the items, as needed, to other locations within the School District;
2. centralize the storage of items of potential usefulness; and/or
3. discard or sell as surplus those items determined to be of no further use or worthless.

Outdated and unused School District-owned property may be sold upon recommendation of the Superintendent of Schools and the approval of the Board of Education. Such sales need not be on a bid basis. However, prices received will be commensurate with the item's real value. Proceeds of such sales will be deposited in the appropriate general fund account and will not be considered as belonging to any particular school.

The School District may not sell School District-owned property to any employee, even though said property may be declared surplus, for any reason whatsoever, unless the purchase is the result of the public bid. At a public sale, the general public, as well as staff members who are not Board of Education members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials.

The Board of Education shall obtain the best price possible for goods sold under this policy. All School District records relative to property disposal will be retained in accordance with the State Department of Education retention schedule. Any surplus items that remain unsold may be sold for scrap for the best obtainable amount, donated, or discard in the safest, least expensive manner.

Cross-ref: 6600 Fiscal Accounting and Reporting
6700 Purchasing

Ref: General Municipal Law §§51; 800 et seq.

Adoption Date: December 12, 2016