

## **SUBJECT: SALE AND DISPOSAL OF SCHOOL DISTRICT PROPERTY**

### **Sale of School Property**

No school property (i.e., personal property) with an **estimated** resale value greater than one-thousand dollars (\$1,000) shall be sold without prior approval of the Board of Education. The Superintendent approves the sale or disposal of such property valued at less than \$1,000. However, the responsibility for such sales may be delegated.

### **Disposal of School District Property**

#### Equipment

School District equipment that is obsolete, surplus, or unusable by the district shall be disposed of in a manner that is advantageous to the district.

In order to sell district equipment, a bona fide public sale must take place with adequate public notice of the sale. It cannot be sold ordinarily to any employee except at a public sale for a reasonable price.

Failure to produce monetary return to the school district after reasonable attempts to dispose of unnecessary equipment may result in disposal of equipment in any other appropriate manner, provided authorization is obtained from the Superintendent/designee. There is a general prohibition against giving school district equipment away to private citizens. Items can be given to other municipal corporations if the property has no resale value.

#### Textbooks

Textbooks may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.

If textbooks are no longer useful or usable, the procedures for disposal shall adhere to the following order of preference;

- a) Sale of textbooks. If reasonable attempts to dispose of surplus textbooks fail to produce monetary return to the school district; then
- b) Donation to charitable organizations; or

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(Cont'd)**

- c) Made available to students upon recommendation of the building principal; or
- d) Disposal as trash.

Sale of Merchandise

- a) No employee shall be involved in the sale of merchandise without the approval of the building principal.
- b) School supplies may be sold through a school store.

General Municipal Law Sections 51 and 800 et seq.  
Education Law Section 1709(9)(11)