

Non-Instructional/Business
Operations**SUBJECT: SALE AND DISPOSAL OF SCHOOL DISTRICT PROPERTY**

It is the policy of the Board to obtain maximum utilization from all its property. The term "property" is intended to include both real estate and personal property (supplies, materials, textbooks, equipment).

The business office shall be responsible for maintaining an up-to-date inventory of all identifiable items of property owned by the Board.

The Board shall approve the disposition of property no longer considered usable in the educational program in one of the following ways:

1. By sales, transfer, or exchange of personal property except as prohibited by other sections of this policy. Any disposal of real property shall be in accordance with New York State Law.
2. By approval of purchases or contracts which include trade-ins. Items such as typewriters, business machines, motor vehicles, and furniture are examples of property that might be traded in.
3. By approval of sale to the highest bidder, of items having an estimated value of \$500.00 or more per item, or a group of items having a value of \$1,000.00 or more.
4. By disposal in other manner to be determined by the Board.

All *items* so disposed of shall be reported to the Board at least annually, or at other times as the Board shall determine. This report will include quantity, description, value, and method of disposal.

Education Law Sections 1604(4), 1604(30), 1604(36), 1709(9), 1709(II), 2503, 2511 and 2512
General Municipal Law Sections 51 and 800 et seq.

Adoption Date:

09/04/13