

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 2.403

Surplus Property Disposal

August 26, 2019

Surplus Property Disposal

- 1) **The requesting school location or department completes the Surplus Property Form including all requested information and submits to the Superintendent of Schools for authorization.**
 - 2) **The Superintendent of Schools and the Board Chair review, approve, and authorize all surplus property disposal request(s).**
 - 3) **Once the Surplus Property Forms are authorized, the Finance Department:**
 - reviews and documents authorization
 - Distributes to the appropriate Department for property disposal (Maintenance & Operations or Technology), with a copy to the requesting department/location.
- A. All unusable items exceeding \$500 estimated value will be sold to the highest bidder after advertising and posting on GovDeals.com.**
- Either the Maintenance & Operations Department or the Technology Department will advertise the public auction in a local newspaper at least 14 days prior to the sale (listing the beginning and ending date of the online auction)
 - The department selling the items will submit completed Surplus Sale/Disposition information requested on the authorization, along with specific payment details to the District Accountant
 - All funds received from the sale of obsolete or surplus property will be entered as miscellaneous revenue in the general purpose school fund (please forward sales proceeds to Business Office with detailed backup related to the sale)
- B. Surplus Property with no value, or a value of less than \$500**
- May be disposed of without the necessity of bids
 - However, for disposal without bids, the principal of the school, Superintendent, and the Board Chair are required to agree in writing that the property is of no value or is less than \$500 value
 - Surplus or obsolete property estimated to have no net saleable value, will be destroyed or given to non-profit organization that might have use for the property
- C. Disposition of Equipment that was purchased using Federal Grants:**
- **IMPORTANT**... Prior to the advertised surplus or sale of equipment funded through federal grants, the Grant Administrator must request authorization and provide detailed instructions from the awarding agency for disposal of surplus property.
 - Items with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of. However, all funds received from the sale of items purchased using federal funds will be credited back to that grant program.
 - Items of equipment with a current per unit fair market value greater than \$5,000 may be retained or sold, but the awarding federal agency will have a right to the proceeds of the sale based on their purchased value share of the equipment.
- D. Disposal of surplus books**
- School buildings determine the number of books by title, copyright, etc. and box appropriately.
 - School building contacts used-book dealers to determine values.

- a. If books have a value of \$500 or greater, follow board policy of board approval and bidding procedures. (Turn over to Maintenance and Operations Department)
- b. If books have a value of less than \$500, follow board policy for approval for disposal. The first option is to try to sell to the used-book dealers if they want them, next give to any non-profit organizations interested, and lastly, dispose of the books. (Remember these options require Superintendent/BOE Chair approval, but are to be completed at the building level.)
- All funds received from the sale of obsolete or surplus property will be entered as miscellaneous revenue in the general purpose school fund (please forward sales proceeds to Business Office with detailed backup related to the sale)