

# DN - SCHOOL PROPERTY DISPOSITION

The Superintendent is authorized to determine, through procedures they develop, whether personal property such as supplies, books, materials, and equipment is obsolete or no longer of use to the school unit and to declare it surplus personal property.

Procedures for disposal of surplus shall be in accordance with the following:

- I. The Board is to be informed of any property valued over \$2,000.00, which is declared surplus by the Superintendent, prior to its disposal.
- II. Municipal officers shall be notified of the planned disposal of property valued over \$5,000.00.
- III. Surplus property which is offered for sale shall be disposed of by sealed bids or proposals, public auction, public sale, or by other such means as the Board may direct. Notice of any sale of surplus property shall be given in a manner reasonably calculated to notify potentially interested parties of such sale.
- IV. Any surplus property which is offered for sale and is not sold may be disposed of in a manner deemed advisable by the Superintendent, including donation to non profit agencies.
- V. Any property deemed to be worthless, or for any reason considered to be inappropriate for sale, may be disposed of in a manner the Superintendent deems appropriate.
- VI. Library books, textbooks and instructional materials are to be disposed of by a means most likely to offer the promise of continuing educational benefit, first to citizens of the school unit, then to others.
- VII. All revenues which result from the sale of surplus property shall be credited in one of the following ways:
  - 1) as miscellaneous school income; or 2) when applicable, towards the cost of goods or services to be provided to the Board; or 3) when required by law, to a specific account.

## Legal Reference:

- 22 MRSA § 7

## Adopted:

- December 13, 2005

## Revised:

- August 28, 2012
- March 12, 2019

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Revision #1

Created 22 October 2021 17:21:24 by Troy Patterson

Updated 31 March 2022 16:06:03 by Troy Patterson