

# CONNELLSVILLE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: DISPOSITION OF SURPLUS  
PROPERTY

ADOPTED: December 20, 2006

REVISED:

	<p style="text-align: center;">706.1. DISPOSITION OF SURPLUS PROPERTY</p> <p>1. Purpose The Board recognizes the need to dispose of surplus and/or obsolete furniture, equipment and supplies on a periodic basis.</p> <p>2. Authority No Board member or district employee shall dispose of any furniture, equipment or supplies outside of these guidelines.</p> <p>A listing of items proposed for disposition shall be approved by the Board prior to disposition. The listing shall include a proposed method of disposition.</p> <p>3. Guidelines <u>Disposal Methods</u></p> <p>The following methods of disposition shall be considered in all cases:</p> <ol style="list-style-type: none"> <li>1. Disposal as trash.</li> <li>2. Donation to an appropriate organization.</li> <li>3. Sale by way of public auction, salvage, negotiated sale, sealed bid, and/or pre-priced sale on a "first come, first served" basis.</li> </ol> <p>When disposing of property or supplies by sale, the following terms shall be applied, as appropriate:</p> <ol style="list-style-type: none"> <li>1. All items shall be sold in an "as is" condition.</li> <li>2. All sales shall be "cash and carry" or the equivalent.</li> <li>3. All sales shall be final.</li> <li>4. There shall be no refunds.</li> </ol>
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5. The administrator in charge of the sale shall approve and record all sales.
6. Unsold items may be placed in a subsequent sale or disposed of by another method.

Advertising

A sale of surplus and/or obsolete furniture, equipment or supplies shall be advertised. The type of furniture, equipment or supplies and/or the targeted buyers will be considered in determining which advertising media to use.

Procedures For Disposition

The Superintendent, or his/her designee, shall develop procedures for the disposition of surplus and/or obsolete furniture, equipment or supplies. All such dispositions shall be recorded.