

School Personal Properties Disposition

The Superintendent is hereby authorized to determine, through procedures the Superintendent develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit and to declare it surplus.

Procedures for disposal of all surplus personal property will be in accord with the following:

- A. The Board will be informed of any personal property valued in excess of \$5,000 that has been declared surplus by the Superintendent prior to its disposal.
- B. All member municipalities will be informed in writing of surplus personal property valued in excess of \$5,000 and will have first option to purchase. The charges for municipal purchases will be determined by the Superintendent.
- C. All surplus personal property, offered for sale to the public will be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus personal property will be given at least one week in advance of an auction, sale or opening of sealed bids.
- D. Personal property such as library books, textbooks and instructional materials disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of the school unit, then to others or members of the general public.
- E. Any surplus personal property, which is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the Superintendent, including donation to non-profit agencies or members of the general public.
- F. Any personal property determined by the Superintendent to be worthless, or for any reason considered to be inappropriate for sale, will be disposed of in a manner the Superintendent deems appropriate with recycling as a priority where feasible.
- G. Any school unit identification that has been applied to the surplus will be removed or, if not possible to remove, be further identified to indicate the intended disposition and surplus nature (i.e., "SOLD By", "SURPLUS").

All revenues that result from the sale of surplus personal property will be credited as miscellaneous income except in any instance where law requires that it be credited to a specific account.

Legal Reference: 20-A M.R.S. §7

This is a required policy.

Adopted: April 7, 1992

Revised: May 16, 2013

Reviewed: June 28, 2016

Revised: March 1, 2018

Reviewed: January 6, 2022