



Sale and Disposal of Surplus Personal Property Policy

The Chief Executive Officer (Senior Director) may dispose of surplus, obsolete or personal property of nominal value through any of the following methods:

1. The Chief Executive Officer or designee may advertise for bids by posting and publishing public notices and sell the property to the highest responsible bidder or shall reject all bids. Property for which no qualified bid has been received may be sold, without further advertising.
2. The property may be sold by means of a public auction conducted by employees, employees of other schools, public agencies or nonprofit organizations, or by contract with a private auction firm.
3. The property may be disposed of without advertising under any of the following conditions:
 - a. The property is sold to federal, state, or local government, to any other school district, or to any nonprofit public benefit corporation or charitable entity, and the sale price equals the value of the property plus the cost of disposal.
 - b. If the Chief Executive Officer determines that the value of the property is insufficient to defray the costs of arranging a sale or auction, the property may be donated to any public or charitable organization or offered to employees.
4. In all cases, the property shall be offered "as is," without any warranty, and buyers or donees must agree to waive all claims with respect to the condition or utility of the property.
5. Property not suitable for sale or donation may be destroyed or otherwise disposed of by any economical means.