

## **SCHOOL PROPERTIES DISPOSITION**

The Superintendent or his/her designee shall act as the authorized agent of the School Committee in the disposition of personal school property (i.e., school unit property other than real property) valued at more than \$5,000, and shall determine when Lisbon School Department property other than real property is obsolete, surplus and/or of no further value to the school district.

The School Committee encourages the re-use/relocation of surplus property within the school unit whenever practicable.

Surplus school equipment may be traded in toward the purchase of similar equipment.

In order to maintain an accurate and current fixed assets inventory, the administrator of the school or facility having surplus property designated as a fixed asset (property bearing a fixed asset tag) that is to be disposed of or relocated or traded in is to report such property to the school unit's Finance Office.

Surplus school personal property shall be disposed of as follows:

1. All member municipalities will be notified in writing of any surplus property disposal and shall have the first option to purchase. The amount to be charged a municipality for purchase of surplus property will be determined by the Superintendent/designee after consultation with the School Committee.
2. Surplus property may be offered for sale to the public by sealed bid, public auction or public sale. The public will be given notice at least 5 days in advance of the auction, sale, or opening of competitive bids.
3. Any materials, including textbooks, library books and instructional materials, that may continue to offer some continuing educational benefit may be offered for sale to citizens and/or non-profit organizations within the school unit before being offered for sale to the public at large.
4. Any surplus property that remains unsold may be donated to non-profit agencies or disposed of in any other manner as determined by the Superintendent/designee.
5. The district may dispose of, or recycle, non-salvageable items, without submitting to bid auction or public sale.
6. Any school unit identification that has been applied to the surplus property shall be removed or, if not possible to remove, be further identified to indicate the intended disposition and surplus nature.

The sale, donation, destruction or conveyance of surplus property requiring the passage of recorded title, (e.g., motor vehicles), must be approved in advance by the Superintendent/designee.-

The School Committee will approve the disposition of any and all real property (land/buildings) or equipment with a value in excess of \$100,000.

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

Legal Reference: 20-A MRSA § 7

Cross reference: DID-Inventories

Adopted: June 19, 1967

Revised: August 25, 1997

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