

POLICY CONCERNING THE SALE OF PERSONAL PROPERTY

*321 of the Policy Manual states:

The sale of equipment and supply items may be conducted on a competitive bid basis by utilization of sealed bids, negotiation, or public auction to the highest bidder. Sales shall be limited to only discarded scrap, obsolete, or worn out items, that have accumulated from the schools, shops, and administrative offices within the school system. These items are deemed to be of minimal value to the school program.

All transactions and procedures shall have prior approval of the Director of Business Services, the Director of Maintenance and Transportation, and the Superintendent. The Materials Management Specialist shall be responsible for administering the sale in accordance with school board policy and state law.

All monies derived from sales shall be deposited in the general fund.

All sales of equipment shall comply with applicable state and federal programs.

All sales of equipment shall be supported by written appraisal (s) obtained by the board.

Accurate records should be maintained of all transactions and these records shall be open to public scrutiny.