

M.S.A.D. #12 POLICY
SCHOOL PROPERTIES DISPOSITION

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develops, when school unit personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit and to declare it surplus.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

The disposal of personal property valued at less than \$1,000 shall be carried out by the Superintendent after consultation with appropriate administrators. The Board is to be informed of any property valued over \$1,000 declared surplus by the Superintendent prior to its disposal.

Procedures for disposal of all surplus personal property shall be in accordance with the following:

- A. All member municipalities are to be informed in writing of property declared surplus and are to have first option to purchase. The charges for municipal purchases shall be determined by the Superintendent after consultation with the Board's Finance Committee.
- B. Surplus property, including books, to be offered for sale shall be disposed of by sealed bid or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale or opening of sealed bids. M.S.A.D. #12 reserves the right to reject any or all bids, to waive any or all technical or legal deficiencies, and to accept any bid deemed to be in the school unit's best interest. Bids will be awarded on the basis of quality, reputation, local impact (if any) and amount.
- C. Library books, textbooks and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of the school unit, then to others.
- D. Any surplus 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.
- E. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Superintendent deems appropriate after so informing the Board, with recycling as a priority where feasible.
- F. 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

Adopted: September 10, 2002

Disposition of School Property

Please review the board approved procedures for disposal as outlined below before completing

Description	Quantity	Serial #	Orig. Unit Price	Reason for disposal	Method

Principal Approval _____

Superintendent Approval _____

Staff Member Name _____

Date _____

M.S.A.D. #12 Policy NEPN/NSDA Code: DN

The Superintendent is authorized to determine, through procedures he/she develops, when school unit personal property (supplies, master equipment), as distinguished from real property, is obsolete or no longer of use to the school unit and to declare it surplus. This policy governs the disposal of personal property. The disposal of personal property valued at less than \$1,000 shall be carried out by the Superintendent in consultation with appropriate administrators. **The Board is to be informed of any property valued over \$1,000 declared surplus by the Superintendent prior to its disposal.**

Procedures for disposal of all surplus personal property shall be in accordance with the following:

1. All member municipalities are to be informed, in writing of property declared surplus and are to have first option to purchase. The Superintendent, in consultation with the Board's Finance Committee.
2. Surplus property, including books, to be offered for sale shall be disposed of by auction, public sale, or other means. Public notice of any sale of surplus property shall be given at least one week in advance of the actual sale or opening of said sale.
3. M.S.A.D. #12 reserves the right to reject any or all bids, in whole or in part, if the Superintendent's best interest. Bids will be awarded on the basis of the lowest price and instructional materials are to be disposed of by means most beneficial to the school unit, that is other than sale.
4. Any surplus property which is offered for sale and is not sold may be disposed of in a manner deemed appropriate by the Superintendent, including donation to non-profit agencies.
5. Any surplus property which is not sold, shall be disposed of in a manner to be determined by the Superintendent, where feasible.
6. All revenues which result from the sale of surplus property shall be credited to a specific account.
7. All revenues which result from the sale of surplus property shall be credited as miscellaneous income except in any instance where law requires otherwise.

Legal Reference: 20-A MRS § 7

Adopted: September 10, 2003