

<b>TITLE: DISPOSAL OF SCHOOL PROPERTY</b>		<b>NUMBER: 315</b>
<b>Initiated by: SUPERINTENDENT ORR</b>		<input type="checkbox"/> New
<b>Proposal Date: JANUARY 18, 1996</b>		<input checked="" type="checkbox"/> Revised
<b>Approval Date: FEBRUARY 22, 1996</b>		

Revision Date: December 17, 1998

Revision Date: January 18, 2007

School property no longer needed for school purposes must be submitted to the district office and be declared surplus property by the school board before being disposed. Each principal is to submit the details describing the property, and tag number if available, to be disposed and should include an estimated value. If the property is valued at less than \$500, the disposal will be included in the consent agenda and the terms of sale or disposal will be approved by the Superintendent or Business Manager.

Property valued at \$500 or more must be sold by sealed bid or public auction, after proper public notices have been made. The property will be sold by sealed bid for each item to be disposed of and the items will ordinarily be sold to the highest bidder. Property not disposed of through the bid process that is valued at less than \$500, may be donated to charity or hauled to the proper disposal site.