

**SECTION: BUSINESS AND NON-INSTRUCTIONAL
OPERATIONS**

**TITLE: DISPOSAL OF SURPLUS PROPERTY,
OBSOLETE EQUIPMENT, AND REAL ESTATE**

1. Purpose	Unneeded surplus, unusable, and/or obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage.
2. Authorities	<p>When it has been determined that any District property is obsolete or unneeded surplus and should be disposed of and/or exchanged for other property, the Board authorizes that subject to Board approval, such property may be disposed of or exchanged in accordance with any of the following provisions:</p> <ol style="list-style-type: none">1. The property is no longer required for its originally intended purpose;2. The property is considered out-of-date, obsolete, or in unusable condition;3. The property is in quantities exceeding possibility of effective use; or4. Equipment being replaced may be traded in on new equipment.
3. Delegation of Responsibility	<p>Determination as to whether any state or federal guidelines apply to property possessed by the District shall be made by the Superintendent, who may delegate this responsibility provided that all requirements of this policy are met.</p> <p>The Business Manager and the Director of Curriculum and Instruction shall be responsible for identifying all obsolete or surplus property. As necessary, s/he may call upon other staff personnel to develop criteria to aid in this identification.</p>

4. Guidelines
24 P.S. 7-707

Disposal Methods

District property must be disposed of in compliance with Pennsylvania law and approved by the Board.

- a) Methods of disposing District property of value may be, but are not limited to, the following:
1. By public auction.
 2. Salvage scrap sold to local dealers.
 3. Negotiated sale, normally used when disposing of items of substantial value, e.g., real estate.
 4. Upon sealed bids, normally used for items of substantial value or unique qualities.
 5. Pre-priced sale, normally used for large quantities of obsolete or surplus furniture and equipment.
 6. Conveyance to a legally-constituted historical society for historical purposes.
 7. Any other method not otherwise prohibited by Pennsylvania or federal law.
- b) With regard to items that may have no sale value or disposal exceeds the net worth, by donation to community or charitable organizations or otherwise discarded in compliance with state and municipal laws and regulations.

24 P.S. 3-324, 3-325
3-326, 3-327;
65 Pa.C.S.A. 1101 et
seq.

Sale to District Personnel/School Director

District personnel and/or School Directors may purchase District property at a cost equal to the fair market value of the item; provided, however, that any sale shall be subject to the Pennsylvania School Code, including but not limited to Sections 3-324, 3-325, 3-326, 3-327, 8-810, and the Pennsylvania Public Official and Employee Ethics Act at 65 Pa.C.S.A. 1101 et seq.