

COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: DISPOSAL OF DISTRICT
PROPERTY

ADOPTED: February 5, 1998

REVISED: December 20, 2012

706.1. DISPOSAL OF DISTRICT PROPERTY	
1. Purpose	Unused, unneeded and/or obsolete property can consume valuable space. This policy is intended to set guidelines for the disposal of such property. This policy does not apply to the disposal of Real Estate.
2. Authority	<p>When it has been determined that any District property is unused, obsolete and/or unneeded, the Board authorizes that such property may be sold or exchanged in accordance with the following provisions. To be considered property subject to the terms of this policy, the property should fall under one of the provisions below:</p> <ol style="list-style-type: none"> 1. The property is no longer required for its originally intended purpose; or 2. The property is considered out-of-date, obsolete, or in unusable condition.
3. Guidelines	<p>Any administrator may recommend the need to dispose of surplus property. Such recommendation will come in the form of a list of these items submitted to the District's Property Manager who will review this list and then submit it with recommendations to the Director of Business Administration. A final list of property that complies with this policy will be submitted to the Superintendent of Schools and shall be disclosed to the Board one week prior to disposal.</p> <p>The Superintendent or his/her designee shall then be authorized to dispose of such property as follows:</p> <ol style="list-style-type: none"> a. Public auction as established by the Superintendent or his/her designee. b. Solicitation of bids from two (2) or more persons engaged in a business related to the nature of the property to be disposed. c. Offered to the general public at prices fixed by the Superintendent or his/her designee.

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	<ul style="list-style-type: none">d. Offered to suppliers of similar items who shall be required to state their bid for the same as a dollar discount against items they may be proposing to sell to the District.e. Use of Internet sales method.f. Transfer to a local municipality.g. Such other method as the Board may approve. <ol style="list-style-type: none">1. No member of the Board, officer, appointee or employee of the District may purchase, or cause to be purchased on his/her behalf, any property outlined above.2. Any property that remains after the guidelines have been exhausted shall be discarded and removed by the District's contracted trash removal service. Whenever feasible, items to be discarded shall be recycled when such recycling can be accomplished without additional cost.3. Computer or electronic equipment that is deemed to have sensitive information stored on its hard drive or in memory will have those storage components destroyed and a Certificate of Destruction provided by the contractor to the District. <p>All reference to the Council Rock School District shall be removed from the property before it is discarded.</p>
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