

AVON GROVE SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: PROPERTY PERSONAL

ADOPTED: AUGUST 26, 2004

REVISED: JANUARY 28, 2010

706.1 DISPOSAL OF SCHOOL DISTRICT PERSONAL PROPERTY

The Board delegates to the Superintendent the authority to dispose of School District personal property including, but not limited to, furniture, equipment, supplies, and other material which is no longer required, obsolete, surplus or otherwise deemed unusable ("School District Property"), in accordance with the following guidelines:

1. Recommendations for disposal of school district property shall be submitted by building principals or other administrative or supervisory personnel to the Superintendent, and the submission shall list recommended items for the purpose of disposal.
2. Upon the Superintendent's approval, the list shall be forwarded to the business manager who shall arrange for disposal of the items in accordance with this policy.
3. The business manager shall create a schedule for the disposal of school district property by public sale or other means authorized herein, annually, or at other intervals deemed appropriate by the Superintendent.
4. No school district property shall be disposed of while it is useful to the school district. Before any type of disposal, the business manager shall determine if any of the school district property could be useful at another school or facility of the school district.
5. Before any public sale of school district property, the business manager shall place an advertisement in a local newspaper(s) to inform the public that certain materials, equipment, and furniture are available for sale, and to solicit sealed bids. The list of items shall also be made available for public inspection.
6. If a date is set for a public sale, no disposal of any school district property listed for such sale shall be made until that date. The business manager shall accept the highest price offered for each item, unless he/she feels that the item is worth more than the highest offer, in which case he/she may retain the item for future sale by the school district.

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	<ol style="list-style-type: none">7. Notwithstanding any of the foregoing provisions, the business manager, with Superintendent approval, may dispose of school district property by requesting proposals from three or more companies that deal in the goods or products being disposed of, with the items being sold to the company offering the best price, unless the business manager feels that the items are worth more than the highest offer, in which case he/she may retain the item(s) for future sale by the school district. Examples of requests for proposals would include, but not be limited to, requests for proposals from companies that buy used books, surplus waste paper, etc.8. If property remains unsold after the procedures set forth above have been followed, the surplus property may be donated to other governmental entities or bona fide not-for-profit organizations.9. No employee shall purchase any items for himself/herself except as they shall be purchased at a public sale via sealed bids.10. If none of the above means of disposition is viable, the property may be destroyed or otherwise disposed of by the most cost-effective method.11. All property will be sold, donated, or otherwise disposed of in an "as is" condition with no warranties.12. Payments shall be by check made payable to the Avon Grove School District. No property can be removed from the district until all payments have cleared. Payments may be made by certified check or U.S. Postal Money Order, in which case the property may be removed upon payment.13. Once property has been removed from the district, the item(s) shall be deleted from the district property records.
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