

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Concepts and Roles in Business and Non-Instructional Operations

Sale and Disposal of Books, Equipment and Supplies

The Superintendent and County Board recognize that the County Office of Education may own personal property which is unusable, obsolete, or no longer needed. The Superintendent or designee shall have authority to sell or dispose of County Office of Education personal property in accordance with this policy and the requirements of state law.

The Superintendent or designee shall identify all items not needed together with their estimated value and a recommended disposition.

All equipment costing more than five hundred dollars (\$500.00) shall be labeled, numbered, and recorded by the Administrative Services Department, through an authorized agent, in a permanent inventory file.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies.
2. Have been replaced by more recent versions or editions of the same material, and they are of no foreseeable value in other instructional areas.
3. Contain demeaning, stereotyping or patronizing references to either sex, to members of racial, ethnic, religious, vocational or cultural groups, or to persons with physical or mental handicaps.
4. Have been inspected and discovered to be damaged beyond use or repair.
5. Are otherwise unsuitable for County Office use.

The County Office of Education's property may be disposed of by any of the following methods:

1. The Superintendent may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. Timely notice for bids shall be posted or published. Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee.
2. The Superintendent may authorize the sale of the property by public auction.
3. Without advertisement for bids, the Superintendent may sell or lease the property to agencies of federal, state or local government, to any other school district, or to any agency eligible under the federal surplus property law (40 U.S.C., Section 484(j)(3)). In such cases, the sale price shall be equal to the

value of the property plus estimated cost of purchasing, storing, and handling. Excess equipment or materials with a value of less than one hundred dollars (\$100.00) may be sold directly to an agency without advertising with the approval of the Director of Internal Business Services or designee.

4. If Board members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any County Office Employee to sell the property without advertising.
5. If Board members attending a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping.
6. Surplus or undistributed obsolete instructional materials may be donated or sold at a nominal price to organizations or individuals who will use them for educational purposes, as specified in Education Code 60510.
7. Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified in item 6 above may be:
 - a. Mutilated so as not to be saleable and sold for scrap at the highest obtainable price, or
 - b. Destroyed by any economical means at least 30 days after the Board has given notice to all persons who have requested such notice.

Money received from the sale of property shall be, at the Superintendent's discretion, either deposited in the reserve or general fund or credited to the fund from which the original purchase was made.

At the end of any term, the Superintendent may offer to sell textbooks and supplementary books to high school students at prices not exceeding their actual value. No student shall be required to purchase such books. Proceeds of the sales shall be placed in the county treasury to the credit of the general fund.

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

60500 Determination of obsolescence and usability

60510-60511 Donation or sale

60520-60521 Disposition of sale proceeds

60530 (Methods of) destruction

GOVERNMENT CODE

25505 District property; disposition, proceeds