

PROPERTY DISPOSAL PROCEDURES

Real Property

The Board is authorized to sell real property (land and buildings) owned by the Board which is no longer used at school or work sites for an adequate consideration where such action is in the best interests of the School District. Such sales are to be in accordance with state law.

The sale of school property shall be by competitive bid or auction. Such sales shall be conducted through the Central Office, to include Board property located at local schools/work sites and shall be advertised in an appropriate manner. In the event all bids received are less than the estimated market value, the Board may reject all bids and re-advertise or sell by negotiated sale, provided the price received through negotiated sale is higher than the highest bid received.

Funds received from the sale of all such property shall be returned to the Board or school/work site budget from which the original purchase of the property was made.

Personal Property

Unless the standards of disposal are set by Federal or State law, the disposal of surplus personal property within the School District shall be by the following procedure:

1. All equipment and furniture that is obsolete, unsafe, inoperable, or no longer educationally functional at a school, Maintenance Department, Central Office, Child Nutrition Program, or any other program shall be listed by the principal/work site supervisor and submitted in writing to the Superintendent of Schools requesting it be declared "surplus." The Superintendent of Schools has the authority and responsibility to declare such listed property surplus. (Surplus property may be used as a trade-in on the purchase of new equipment upon submission of a completed and signed Inventory Deletion Form or proof of deletion from the computer generated inventory list, and the written approval of the Superintendent of Schools.)
2. If such equipment can be utilized in another public school, public school system, and/or public agency, it shall be marked, transferred, delivered, and entered on the respective agency's inventory unless the Superintendent of Schools authorizes an on-site sale. Notification of the transfer shall be made through the submission of an Inventory Deletion Form to the Central Office.
3. Public sales will be held at such times as determined appropriate by the Superintendent of Schools. Notice of public sale will be advertised appropriately. Value of surplus property will be determined by competent persons.
4. Proceeds from the sale of surplus property will be receipted to the Central Office general fund and credited back to the school/work site budget from which the original purchase of the property was made.

* Posted in public and visible places, such as but not limited to, Board office, schools, and work sites. Postings may be placed in classified ads of the local newspaper where such costs do not exceed the anticipated sales receipts from the disposal process.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: Sep. 26, 1986:REVISED: July 7, 1998

LEGAL REF.: The Code of Alabama, 16-8-12, 16-8-40, 16-20-8, 16-20-9; Att'y Gen. opin. V, 91 at 49 (1949), v 141 at 18 through 21, (1971)