

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

2.8

Effective Date: March 1, 2010

Revised Date:

Section: Fiscal Management

Subject: Disposal of Equipment

Related Policy: Purchasing 2.805

I. DEFINITIONS

When equipment, books, materials and other school property no longer have an intended use by the system or are no longer capable of being used because of the condition, the board shall declare them surplus property and authorize their disposal.

II. PROCEDURES

The Director of Schools or designee shall prepare the list of surplus materials for Board information. The list shall contain at minimum the following: name of item, date of purchase (if known) and reason for disposal. All items purchased with Special Education Federal Grant Funds (IDEA) will be accompanied by a letter of disposition granting permission for disposal signed by the Assistant Commissioner of Special Education (TNDOE).

Once surplussed the following method of disposal will be exercised:

All surplus items may be sold to the highest bidder after advertising in the newspaper of general circulation at least seven (7) days prior to the sale. If reasonable attempts to dispose of surplus properties fail to produce a monetary return, the items will be disposed of to the party requesting such items. If no party requests said items, items will be considered refuse and discarded.

Disposal of Property Exceeding Fair Market Value of \$ 5000.00 or Greater:

If authorized to sell federally purchased equipment with a fair market value of \$5000 or greater, such equipment will be sold at bid or auction to the highest bidder. For equipment purchased with Federal Grant funds with a remaining fair market value exceeding \$5000, the school system will refund the federal government its fair share of the proceeds from the disposition of the equipment.

III. ATTACHMENTS

Legal References:

TCA 49-6-2208

TCA 49-6-2007

IDEIA CFR 300 & 301

Signature on File

Jacob Sorrells, Director of Schools