



## **SCHOOL PERSONAL PROPERTIES DISPOSITION**

The Superintendent is authorized to determine, through procedures he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the Regional School Unit (RSU) and to declare it surplus.

The RSU Board (RSUB) is to be informed of any property in excess of \$5,000.00 declared surplus by the Superintendent prior to its disposal. Procedures for disposal of all surplus personal property shall be in accordance with the following:

- A. All RSU member municipalities are to be informed, in writing, of property declared surplus and are to have first refusal. Charges for municipal purchases, if applicable, shall be determined by the Superintendent.
- B. Surplus property to be offered for sale shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale or opening of sealed bids.
- C. Library books, textbooks and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit.
- D. Any surplus property that is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the superintendent, including donation to non-profit agencies.
- E. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Superintendent deems appropriate.
- F. Any RSU identification (and/or marking of a school unit prior to RSU formation) that has been applied to the surplus property shall be removed or identified to indicate the intended nature of disposition (i.e. "SOLD BY", "SURPLUS"). All revenues from the sale of surplus property shall be credited as miscellaneous income except where law requires that it be credited to a specific account.

Legal Reference: 20-A MRS §7

First Reading: August 4, 2009

Adopted: August 18, 2009