

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: DISPOSAL OF SURPLUS
PROPERTY, OBSOLETE
EQUIPMENT, AND REAL
ESTATE

ADOPTED: May 17, 2001

REVISED:

	<p style="text-align: center;">706.1. DISPOSAL OF SURPLUS PROPERTY, OBSOLETE EQUIPMENT, AND REAL ESTATE</p> <p>1. Purpose Unneeded surplus, unusable, and/or obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage.</p> <p>2. Authority When it has been determined that any personal property is obsolete or unneeded surplus, the Board authorizes that such property may be disposed in accordance with this policy.</p> <p>3. Delegation of Responsibility The Director of Buildings and Grounds ("Director") shall be responsible for identifying all obsolete or surplus property. As necessary, s/he call upon other staff personnel to develop criteria to aid in this identification.</p> <p>All property, i.e. real estate, school equipment and/or other personal property, owned by the School District which is unusable, obsolete, surplusage or is otherwise no longer of value to the District, or in danger of becoming so, will be listed and valued and presented to the Board by the Director with a recommendation for disposition.</p> <p>4. Guidelines <u>Methods of Disposal</u></p> <p><i>Personal property</i> –</p> <p>If, at the time of dispostion, the value of any particular item or class of like items is estimated by the Director to equal or exceed one hundred dollars (\$100.00), the Board may dispose of the item in the following ways:</p> <ol style="list-style-type: none"> 1. Public auction generally conducted by a licensed auctioneer. 2. Salvage scrap sold to local dealers. 3. Negotiated sale. 4. Sealed bid (should normally be used for items of substantial value or unique qualities).
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<p>53 P.S. Sec. 10305</p>	<p>5. Pre-priced sale (should normally be used for large quantities of obsolete or surplus furniture and equipment).</p> <p>If, at the time of disposition, the value of any particular item or class of like items is estimated by the Director to be less than one hundred dollars (\$100.00) (which amount the Board has determined to be indicative that the item(s) possess no sale value or that the costs of disposal will likely exceed the net value to the District), the Board authorizes the Director to dispose of the item in the following ways:</p> <ol style="list-style-type: none">1. Donate to charitable organizations.2. Discard. <p><i>Real Estate –</i></p> <p>The disposition of District real estate shall comply Pennsylvania School Code of 1949, as amended and with notice to the county and municipal planning commissions, per the PA Municipalities Code 53 P.S. Sec. 10305.</p> <p><i>Miscellaneous –</i></p> <ol style="list-style-type: none">1. The Director and the District may cooperate with other potential subdivisions in effort to dispose of property at a joint sale, auction, or other procedure so that the costs of such disposition can be shared for the mutual benefit of the district and such political subdivision(s).2. No Board Member or an employee of the District, or members of their immediate family or business with which they or a member of their immediate family is associated may participate in, directly or through a straw party, or be the beneficiary of any disposition of District property.3. Notwithstanding the general provisions of this policy, the Board, at any time, may require the Director to follow special conditions in connection with the disposition of any District property.4. Following the disposition of any District property, the Director will submit a written report to the Board describing the property so disposed and the proceeds realized from such disposition.5. The proceeds from the disposition of any District property will be deposited into the general account of the District, unless otherwise required by special request of the Board.
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