

Disposal of Surplus Property

Board Policy A-35
Adopted: July 11, 2005

I. General Policy Statement:

When personal property becomes unnecessary and undesirable for school purposes, Haywood County School System will sell or dispose of the property in order to provide additional revenue for educational purposes, in accordance with requirements of G.S. 115C-518 and G.S. 160A, article 12. Before any property can be sold or disposed of, it must be removed from the appropriate fixed asset inventory.

II: Regulations:

A. Property Valued Less Than Five Thousand Dollars (\$5,000)

1. Pursuant To G.S. 160A-266(c), the Haywood County Board permits the superintendent or his/her designee to dispose of personal property worth less than \$5000 for a single item or group of similar items; to set the property's fair market value; and to convey title to the property for the board of education. Prior to disposition, the superintendent/designee must make a finding that the property is no longer necessary or desirable for school use.
2. Property covered by this section may be disposed of through a public or private exchange or sale. The superintendent or designee must choose or recommend a method of disposal that is designed to obtain a fair market value for the property, in the most efficient and economical manner possible, and is in the best interest of the school district as determined by the superintendent or designee.
3. The superintendent must provide a semiannual report to the board detailing such transactions. The report must include: (1) a general description of the property sold or exchanged; (2) the name of the person(s) to whom the property was sold or with whom it was exchanged; and (3) the amount of money or other consideration received for each sale or exchange.

B. Property Valued at more than Four Thousand Nine Hundred Ninety-Nine (\$4,999) but less than Thirty Thousand (\$30,000)

1. Property valued at more than four thousand nine hundred ninety nine dollars (\$4,999) but less than thirty thousand dollars (\$30,000) for any one item or group of similar items may be disposed of through:
 - a. Private negotiation and sale
 - b. Advertisement for sealed bids
 - c. Negotiated offer, advertisement, and upset bid
 - d. Public auction
 - e. Exchange
2. Regardless of the method of sale, the board of education must first determine that the property is no longer necessary or desirable for school use. The board of education shall comply with all statutory requirements governing the disposal of property, including resolution and notice requirements.

C. Property Valued at Thirty Thousand dollars (\$30,000) or more

1. Property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items may not be sold by private negotiation and sale. Such property may be disposed of by the board of education through:
 - a. Advertisement for sealed bids
 - b. Negotiated offer, advertisement, and upset bids;
 - c. Public Auction
 - d. Exchange
2. Regardless of the method of sale, the board of education must first determine that the property is no longer necessary or desirable for school use. The board of education shall comply with all statutory requirements governing the disposal of property, including resolution and notice requirements.

D. Property That May be Discarded

The board of education may discard any personal property that is determined to have no value, remains unsold or unclaimed after the board has exhausted efforts to sell the property using the procedures as provided by state law, or that poses a potential threat to public health or safety.

Legal References: G.S. 115C-518; G.S. 160A-266; and 160A, art. 12