

REGULATION

Rochester Community Schools
Rochester, Michigan 48307

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DISPOSAL OF PROPERTY

These procedures shall apply only to tangible personal property where specific disposal procedures are not required by state or federal gift, purchase or grant restrictions.

All departments, schools and other facilities shall submit to the purchasing agent, a statement of all properties which are obsolete, worn out, surplus or no longer usable for any reason. The Supervisor of the department and the Purchasing Agent shall certify the above status and estimate the fair market value of the item in its surplus state.

The Purchasing Agent shall appraise the property with regard to establishment of value and determination of the disposal procedures. Upon determination of value the Purchasing Agent shall take the appropriate actions:

- A. Check to see if other buildings or departments have a need for this equipment.
- B. Order the surplus properties to be placed in a central storage area to be inventoried and then disposed of when and if sufficient items have been accumulated to warrant sales or gift.
- C. Order the equipment to be offered for sale by public offering and/or competitive bid. Where estimated value exceeds \$5,000 the Board of Education must approve the sale.
- D. Recommend for approval by the Superintendent that equipment might favorably be sold or donated to any of the following:
 - 1. Public Schools
 - 2. Non-public School
 - 3. Municipalities or Public Agencies
 - 4. General Public

A log should be kept of all items to be sold or donated for inspection by the Board of Education and the Superintendent of Schools.

- E. If an item is being replaced and it is deemed advisable, it will be used as a trade-in item.

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- F. Order the stocks or items to be removed via normal rubbish or dump procedures.

The Board reserves the right to waive irregularities and to reject any or all bids.

Income realized by the sale of surplus property shall accrue to the General Fund.

Approved: September 28, 1987