AP 6550   DISPOSAL OF DISTRICT PERSONAL PROPERTY

References:
Education Code, Section 70902(b)(6) and 81450 et seq.

The Board of Trustees authorizes the President/Superintendent to oversee the process for disposal of District personal property. The President/Superintendent delegates the responsibility for coordinating the disposal of District personal property to the Vice President of Business Services.

District personal property shall be sold as surplus by means of a public auction by a contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

a) The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.

b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.

c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

Office of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007