

Book	Policy Manual
Section	7000 Property
Title	Copy of DISPOSITION OF PERSONAL PROPERTY ok CP
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7310 - **DISPOSITION OF PERSONAL PROPERTY**

The Board requires the District Administrator to review the personal property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy. The disposition of real property is governed by Policy 7300 - Disposition of Real Property.

"Personal property" means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

"Real property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the instructional program and other equipment owned by the District periodically, to determine the condition and usability of such equipment in the current educational program or other District operations. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program or in use for other operational purposes
4. some potential for sale
5. creates a safety or environmental hazard

C. Disposition

The District Administrator is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal.

1. Sale or disposal of any excess or obsolete equipment that was purchased using federal funds will be accomplished in conformance with applicable federal regulatory requirements.
2. When the value of a piece of equipment deemed excess or obsolete exceeds \$2,000, the District will make such equipment available for sale to the public in a fair and equitable manner.
3. Individual equipment valued at less than \$2,000 and any excess or obsolete equipment that is not sold may be disposed of at the discretion of the ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations or designee.

4. All funds received through general fund equipment sales must be sent to the Business Office and deposited in the general fund. Funds received through food service equipment sales must be sent to the Business Office and deposited in the food service fund.
5. Any equipment which could present a possible liability or a cost disposal problem, should be traded in or disposed of in accordance with state and local ordinances and laws.
6. The Committee of the Whole or the Board must approve the sale of equipment when the aggregate fair market value exceeds \$20,000.00

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T.C. 6/13/22

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2 C.F.R. 200.312, 200.313

120.10(12), Wis. Stats.

120.13(19m), Wis. Stats.