

Disposal of School Property**REAL PROPERTY**

School property that is no longer needed for school purposes will be disposed of as follows:

1. The latest Effective Facility Plan or amendment lists the property as surplus to educational need.
2. A request is made in writing to the Chief State School Officer to dispose of property.
3. Official approval is granted.
4. The property is appraised by qualified appraiser.
5. The Board now advertises the property for sale and disposes of it as directed by Policy 04.8.
6. The Board may accept or reject any or all bids.

FURNITURE, EQUIPMENT, VEHICLES

Furniture, equipment and vehicles will be disposed of as follows:

1. Designated personnel shall present in writing to the Superintendent a complete description of items no longer needed for school purposes.
2. The Superintendent shall advise the Board that certain furniture, equipment, and vehicles are no longer needed for public school purposes.
3. Once the Board declares the property surplus, the Superintendent/designee shall advertise the property for sale as directed in Policy 04.8.
4. The Board may accept or reject any and all bids.

Review/Revised:8/8/00