

SCHOOL PROPERTIES DISPOSAL PROCEDURE

The superintendent may declare school property as surplus and authorize its disposal when such property is no longer useful to the School Department, is unsuitable for school use, or is too costly to repair. The board shall be informed prior to the disposal of such surplus.

Surplus property shall be disposed of in the following manner:

A. Items having a resale value:

1. The Town of Dayton shall have first option on surplus property. The charge, if any, assessed for surplus property transferred to them shall be determined by the superintendent after consultation with appropriate school personnel.
2. Surplus property, including books, to be offered for sale shall be disposed by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be made at least one week in advance of the date of an auction, sale, or opening of sealed bids.
3. Any surplus property which is offered for public sale and is not sold may be disposed of at the discretion of the superintendent.

B. Items having no resale value or of insufficient value:

1. Salvageable parts may be removed and stored or used in restoring compatible school equipment to an operable condition. The remainder of the item may be disposed of at the discretion of the superintendent.
2. Worn and outmoded books may be offered to students, charitable organizations, other schools, and the general public.
3. Surplus property may be disposed of at the discretion of the superintendent.

All revenues, which result from the sale of surplus property, shall be credited as miscellaneous income except in those instances where law requires that it be credited to a specific account.

Legal Reference: TITLE 20A MRSA SEC. 4102 ET SEQ.

Adopted: February 10, 2003