

Fullerton School District

Board Policy

Sale and Disposal of Books, Equipment and Supplies

BP 3270

Business and Noninstructional Operations

Board Adopted:

When any District-owned instructional materials, equipment, supplies, or other personal property becomes unusable, obsolete, or no longer needed, the Superintendent or designee shall notify the Board of Trustees, provide an estimated value, and recommend whether the items be sold or disposed of by one of the methods prescribed in law and administrative regulation. Upon approval by the Board, the Superintendent or designee shall arrange for the sale or disposal of these items.

The Board may dispose of the District property by any of the following methods:

- 1. The Board may authorize the sale of the instructional materials, equipment, supplies or other property by public auction. (E.C. 39520)**
- 2. If the Board members attending the meeting unanimously agree that the instruction materials, equipment, supplies and or other property is worth no more than two thousand five hundred dollars (\$2,500), the Board may designate any District employee to sell property without advertising. (E.C. 39521 (a))**

Instructional materials may be considered obsolete or unusable when they:

1. Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas
2. Are not aligned with the District's academic standards or course of study
3. Contain information rendered inaccurate or incomplete by new research or technologies
4. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
5. Are damaged beyond use or repair

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

Money received from the sale of the instruction materials, equipment, supplies or other property by auction shall be, at the Board's discretion, either deposited in the District reserve or general fund or credited to the fund which the original purchase was made. (E.C. 39522)

Legal Reference:

EDUCATION CODE

- [17540-17542](#) Sale or lease of personal property by one district to another
- [17545-17555](#) Sale of personal property
- [35168](#) Inventory, including record of time and mode of disposal
- [42291.5](#) Temporary school bus designation
- [42303](#) School bus sale to another district
- [60500-60530](#) Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

[25505](#) District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

[3944](#) Consolidated categorical programs, district title to equipment

[3946](#) Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

[80.32](#) Equipment acquired under a grant or subgrant

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

(6/96) 11/09