DISPOSAL OF DISTRICT PROPERTY

Building administrators and supervisors of the Bethlehem Central School District (the District) shall be responsible for identifying obsolete or surplus equipment and supplies in their areas of responsibility. At least annually, a determination shall be made of equipment and materials that are obsolete and cannot be salvaged or utilized effectively or economically by the District. Such items shall be sold at the highest possible price or otherwise disposed of, under the direction of the school business administrator.

Following authorization from the school business administrator, the administrator or supervisor shall make arrangements with the director of Operations and Maintenance (O&M) for all items to be disposed of, except technology property and fleet vehicles. For technology items, arrangements should be made with the director of Technology. For fleet vehicles, arrangements should be made with the director of transportation. The directors of O&M, Technology and Transportation will be responsible for determining the appropriate means for disposal of property, as described below.

Sale is not always the most appropriate means of disposal. Thus, the school business administrator and the directors of O&M, Technology, and Transportation are authorized to reassign surplus equipment and supplies and/or materials in the following manner:

1. Transfer items to another building or department where needed;
2. Transfer items to a centralized storage area for potential usefulness; or
3. Use as a trade-in for new equipment.

If these methods are exhausted, sale of the property is appropriate. Upon approval by the school business administrator, items may be sold or disposed of in the following manner:

1. Sell items in a public sale, as competition usually results in the best price and is a good indicator of the District’s efforts to obtain the highest price possible. In the event of a public sale, notice of availability of such equipment and requests for bids shall be disseminated through the District-designated service for asset disposal. The general public, as well as staff members who are not Board of Education members, officers, or involved in the purchasing or sale function, shall be eligible to bid on the equipment and/or supplies. If an employee (or the employee’s immediate family) in the purchasing or sale function wishes to bid on the equipment and/or supplies, written authorization from the chief business and financial officer is required.
2. If items do not sell and the asset has no discernable value, the items can be donated to a governmental or nonprofit organization.
3. Sell remaining items as scrap, for the best obtainable amount. In order to maintain effective internal controls, all procedures established by the business office must be adhered to.
4. Discarded in the safest, least expensive manner.

Disposal of Textbooks

Textbooks may lose their value to the educational program because of changes in the curriculum or may contain outdated material and/or be in poor condition.

The assistant superintendent for instruction (or his/her designee) is authorized to dispose of textbooks in the following manner: sale of textbooks; donation to governmental or nonprofit organization, or dispose as trash.

All proceeds from the sale of District equipment, supplies, and/or textbooks shall be deposited into the General Fund.

Ref: General Municipal Law §§51;800 et seq.

Cross-ref: 6645, Capital Assets Accounting
6640, Inventories of Capital and Non-Capital Assets
9120.1, Conflict of Interest

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