

SCHOOL PERSONAL PROPERTIES DISPOSITION

The Superintendent is authorized to determine, through procedures he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the Ellsworth School Department (ESD), and to declare it surplus.

The Superintendent shall inform the Ellsworth School Committee (ESC) of any declarations of surplus property prior to the property's disposal. Procedures for disposal of all surplus personal property shall be in accordance with the following:

- A. Other City of Ellsworth Municipal Departments are to be informed in writing of property declared surplus and are to have first option to purchase. The charges for municipal purchases shall be determined by the Superintendent after consultation with the ESC.
- B. Surplus property, including books, to be offered for sale shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale or opening of sealed bids.
- C. Library books, textbooks and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of the ESD, then to others.
- D. Any surplus property which is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the Superintendent, including donation to non-profit agencies.
- E. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Superintendent deems appropriate after so informing the ESC.
- F. Any ESD identification that has been applied to the surplus property shall be removed or, if not possible to remove, be further identified to indicate the intended disposition and surplus nature (i.e., "SOLD BY", "SURPLUS").

All revenues resulting from the sale of surplus property shall be credited as miscellaneous income except in any instance where law requires that it be credited to a specific account.

Legal Reference: 20-A MRS §7

Adopted: **November 12, 1991**

Revised: **November 4, 2003**
October 10, 2006 (formatting, grammar only)