

Disposal of Equipment, Books and Supplies

The Superintendent of Schools and County Board of Education recognize that the County Office of Education may own personal property which is unusable, obsolete, or no longer needed. The Superintendent of Schools or designee shall have the authority to sell or dispose of County Office of Education personal property in accordance with this policy and the requirements of law.

The Superintendent of Schools shall not in any manner dispose of any item of personal property worth over twenty-five thousand dollars (\$25,000) that belongs to the County Office of Education without meeting the following conditions:

1. Obtaining an independent valuation of the property.
2. Advertising the property for sale in a newspaper of general circulation within the county, or, if there is no newspaper of general circulation within the county, any newspaper of general circulation that is regularly circulated in the county. The advertisement shall be published for a minimum of two (2) times. In addition to meeting this minimum requirement, the Superintendent may also advertise the property for sale in other newspapers and/or trade publications, or via radio, television or electronic media as deemed appropriate.
3. Bringing the matter to the attention of the County Board of Education for its discussion at a regularly scheduled public meeting.
4. Obtaining the approval of the County Board of Education

The Superintendent of Schools shall not in any manner dispose of any personal property worth less than twenty-five thousand dollars (\$25,000) that belongs to the County Office of Education unless he or she certifies the value of the property in a quarterly report and submits that report to the County Board of Education for its review.

*Legal references:***EDUCATION CODE**

1279 Conditions for disposal of personal property by county superintendent of schools

1605 Title to, and jurisdiction over, fund and property

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

42291.5 Temporary school bus designation

42303 School bus sale to another district

60500 Determination of obsolescence

60510-60511 Donation or sale

60520-60521 Disposition of sale proceeds

60530 Methods of destruction

GOVERNMENT CODE

25505 District property; disposition; proceeds

UNITED STATES CODE, TITLE 40

484 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32 Equipment acquired under a grant or subgrant

Policy

Adopted: 10/29/87

Revised: 6/08/05

10/12/05

**HUMBOLDT COUNTY OFFICE OF EDUCATION
Eureka, California**