

DISPOSAL OF SURPLUS ITEMS

The school division shall consider the most economically advantageous method to dispose of surplus, obsolete or replaced equipment. The school division may dispose of equipment by informal bid, auction, or pre-priced sale as appropriate to the public. If items are valued in excess of \$500.00, formal authorization for negotiated sale or for putting the items to bid will be obtained from the Superintendent. Proceeds from the disposal of equipment shall be recorded as income in the General Fund.

The school division may apply trade-in allowances on equipment to be replaced against the purchase cost of the new equipment whenever possible. Such requests for trade-in allowances shall be included in the Invitation to Bid for the new equipment.

The bidder or purchaser shall certify whether he/she is an officer or employee of the school division or a member of the immediate family of an officer or employee. Officers and employees of the school division, and members of their immediate families, may purchase surplus property from the school division only if the property is being sold at uniform prices available to the public or if the goods are sold for less than \$500.00.

If reasonable attempts through the bidding or direct sales process to dispose of the items are unsuccessful, the Superintendent is authorized to arrange for their disposal.

Obsolete educational technology hardware and software that is being replaced pursuant to Va. Code § 22.1-199.1 (B)(4) may be donated to other school divisions, to students, as provided in Board of Education guidelines, and to preschool programs in the Commonwealth. In addition, the School Board may donate such obsolete educational technology hardware and software and other obsolete personal property to a Virginia nonprofit organization which is exempt from taxation under § 501 (c)(3) of the Internal Revenue Code.

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Amended: July 6, 2000
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Amended: April 21, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3108.B.2, 2.2-3109.C.3, 2.2-3110, 22.1-68, 22.1-78, 22.1-79 (3), 22.1-129, 22.1-199.1(B)(4)

[Guidelines for the Donation to Public School Students of Replaced Educational Hardware and Software by Local School Boards](#) (Attachment A to Virginia Department of Education Superintendent's Memo No. 197 (Oct. 20, 2000))