

# Board Policy

## Business and Noninstructional Operations

BP 3270

### Sale and Disposal of Books, Equipment and Supplies

\*\*\*Note: Education Code 60500 mandates that the Board adopt language prescribing standards for determining when instructional materials are obsolete or unusable for educational purposes. Items #1-4 below are offered as standards for this determination; they may be expanded or revised as desired. \*\*\*

When district-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Governing Board, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas
3. Contain demeaning, stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities
4. Have been inspected and discovered to be damaged beyond use or repair

\*\*\*Note: Pursuant to 34 CFR 80.32, when equipment acquired under a federal grant or subgrant is no longer needed, items with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding federal agency. However, items with a current per-unit fair market value of \$5,000 or more must be retained or sold, and the awarding federal agency has a right to its share of either the current market value of equipment retained or the proceeds from its sale. \*\*\*

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.

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

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

6/96

**ADOPTED: April 12, 2006**

**GRAVENSTEIN UNION SCHOOL DISTRICT  
Sebastopol, CA**