



DN - SCHOOL PROPERTIES DISPOSITION

The superintendent, or designee, shall act as the authorized agent of the Board of Education in the disposition of school property and shall determine whether district property, other than real property which requires Board of Education approval, is obsolete, surplus, and/or of no further value to the school district. The re-use of surplus property within the district shall be attempted wherever practical.

If the property is designated as obsolete, surplus, and/or of no further value and is sold to a state agency or political subdivision of the state, it shall not be necessary to find that the property may not be needed.

Surplus district property shall be disposed of as follows:

1. Sold by sealed bid or at an auction, whichever is deemed most advantageous to the district;
2. Traded in as part of a purchase of similar equipment;
3. Donated to a charitable or governmental organization;
4. Disposed of or recycled in accordance with established procedures.

The Board of Education will approve the disposition of any and all real estate (e.g., land and/or buildings).

The sale, donation, destruction, or conveyance of surplus district property requiring the passage of a recorded title (e.g., motor vehicles) must be approved in advance by the superintendent or designee.

District personnel are prohibited from purchasing surplus or other district property except at official public sales in accordance with the prescribed methods applicable to the general public.

All software and technology-related equipment (e.g., PCs, notebook computers, cameras, printers, laptop computers, PDAs, televisions, VCRs, DVD players, camcorders, etc.), purchased by the district shall remain in the possession of the district until the equipment and/or software is deemed by district administration to be unused, obsolete, unwanted, or ineffective at serving its original purpose. At that time, the information technology department, in conjunction with the purchasing/materials management department, will either find a new location within the district for the equipment and/or software or will dispose of the item(s) according to district guidelines established for the disposal of technology-related equipment and/or software.

Adopted: April 1972
Revised: May 1982
Revised: April 1988
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LEGAL REFS:

C.R.S. 22-32-110(1)(e)

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