

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Sale, Exchange or Lease of Property R 4-21A. Purpose

To provide procedures for the disposal of items unserviceable or surplus to needs with the exception of books and instructional materials which are covered under regulation 6-46.

B. Scope

This regulation is applicable to all personnel having surplus or unserviceable items.

C. Definitions

1. Personal Property Equipment - all items of equipment, furniture and supplies utilized for instructional, operational and administrative purposes and belonging to the Lynchburg City School system and not classified as real or fixed property. Personal property may or may not lose its identity in the process of use or in the rendering of service (i.e., machinery, photographic equipment, audio-visual equipment, office machines, food service equipment, desks, chairs, etc.).
2. Expendable Personal Property/Noncontrolled - items, i.e., pencil sharpeners, waste baskets, etc., or items that are consumed or become part of larger equipment or real property (water cooler, motor, compressor, etc.).
3. Surplus - items of property or equipment that are no longer needed by the school or department for their use.
4. Repairable - items that may need some maintenance performed before being placed back into service.
5. Uneconomically Repairable - items for which repair may not be economical by reason of extensive damage, age, or obsolescence.
6. Serviceable - items that can be used by other schools, departments, or placed in storage as they are without any maintenance or repairs.
7. Equipment Accountable Officer - the principal of a school, a department supervisor, or a person so designated by a principal or department supervisor.
8. Surplus Property Form (0001) - The form used to request turn-in of any excess items of non-expendable personal property or equipment which is no longer needed by the school or department; also surplus unserviceable items.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Sale, Exchange, or Lease of Property (continued)D. Procedure

1. Requests to turn in any item(s) of major equipment or outdated items must be submitted on a Surplus Property Form (0001) and forwarded to the director for facilities and transportation for pick-up.
 - a. The form is to be completed with all information to properly describe the item, quantity, etc.
 - b. Pick-up of the items will be scheduled by the director for facilities and transportation as soon as possible and will be coordinated with the school or department.
 - c. Requests should be submitted on an item as it is determined to be excess (serviceable or unserviceable) and not wait to accumulate a large quantity. Pick-up can be scheduled on an item or smaller quantity in conjunction with other deliveries or scheduled pick-ups.
2. All requests for turn-in must have a completed Request for Disposition of Surplus, Unserviceable and/or Outdated Items Form prepared for each item.
 - a. The form must be as complete as possible and the approval signature by each of the positions as indicated.
 - b. Those items that are repairable will be placed in storage or issued to fill other requirements. If the item is to be repaired and returned, it must be requested on a Request for Maintenance Services and Job Assignment Sheet Form, submitted to the director for facilities and transportation, and not under these instructions for disposal.
3. Disposition of major equipment will be through repair and redistribution, trade-in, cannibalization, scrap, or other appropriate disposal.
4. Disposition of expendable/noncontrolled items may be discarded by schools or departments as may be appropriate. Items that may have a value, such as scrap iron, paper, etc., for sale are to be reported as prescribed for major equipment items.
5. The principal of each school or department is responsible for the security, control and accountability for the equipment under his/her control; therefore, the reporting of excesses of serviceable or unserviceable items must be approved by that accountable person.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Sale, Exchange, or Lease of Property (continued)

6. The method used to dispose of surplus personal property will be that which will prove most advantageous to the school system. These methods are the only methods to be used for disposal of personal property. Any other sales must be approved by the superintendent or designee. No cash sales shall be made. The procedures to be used are as follows:
 - a. Sale to other school districts: Depending on the type and condition of personal property declared surplus, an inventory listing of items available will be prepared and submitted to other school districts for consideration of purchase. Where a fair market price can be established it will be indicated on the list as being the minimum acceptable selling price.
 - b. Sale by competitive bids or public auction: Vehicles, machinery, etc. may be offered for sale through sealed bids. Those items not disposed of may then be offered for sale along with other miscellaneous items for sale through either public auction or flea market type sale. This can be accomplished in one of several ways, i.e., tagging and pricing some items; and letting the buyer determine the price or making an offer on others.
 - c. Trade-in value on the purchase of like items: If items are slated to become surplus as a result of replacement for like or more modern equipment, these items may be offered as a trade-in with prices to be established through quotes solicited through request for bids.
 - d. Donation to city, state, federal or charitable organizations: Personal property that has been identified as surplus and has little or no resale value but could be effectively utilized by city, state, federal or charitable type organizations may after determining that one of the above listed organizations had need for and had made formal application to obtain such property, be presented to the superintendent or his designee with a request that subject property, be donated to the requesting organization without any cost to the school system.
 - e. Internet sales through eBay or other online services may be used for the disposal of surplus property.
 - f. Disposal as scrap: All personal property not disposed of by means of methods (a) through (d) above would be designated as scrap and if salable through scrap outlets, i.e., scrap paper, scrap iron, metal, etc., would be disposed of. All remaining property determined not to have any serviceability or salvage value would be disposed of as refuse and delivered to the city landfill.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Sale, Exchange, or Lease of Property (continued)E. Priority

Items that may create a hazard or may be a source of public concern are to be brought to the immediate attention of the director for facilities and transportation for expedited disposal action.

NOTE: Refer to regulation 6-46 for the sale or disposal of books and other instructional materials.

Approved by Superintendent: August 20, 1984
Revised by Superintendent: September 3, 1985
Revised by School Board: September 18, 2007