

# LITTLESTOWN AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: DISPOSAL OF SURPLUS  
PROPERTY, OBSOLETE  
EQUIPMENT, AND REAL  
ESTATE

ADOPTED: April 15, 2002

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">706.1. DISPOSAL OF SURPLUS PROPERTY, OBSOLETE EQUIPMENT, AND REAL ESTATE</p> <p>Unneeded surplus, unusable, and/or obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage.</p> <p>When is has been determined that any real or personal property is obsolete or unneeded surplus and should be exchanged for other property, the Board authorizes that such property may be sold or exchanged in accordance with any of the following provisions:</p> <ol style="list-style-type: none"> <li>1. The property is no longer required for its originally intended purpose.</li> <li>2. The property is considered out-of-date, obsolete, or in unusable condition.</li> <li>3. The property is in quantities exceeding any possibility of effective use by the Littlestown Area School District.</li> </ol> <p>Determination as to whether any of the state criteria apply to property possessed by the Littlestown Area School District shall be made by the Superintendent, who may delegate this responsibility provided that all requirements of this policy are met.</p> <p>The Director of Operations shall be responsible for identifying all obsolete or surplus property. As necessary, s/he may call upon other staff personnel to develop criteria to aid in this identification.</p> <p>School equipment owned by the School District which is unusable, obsolete, surplus to need, has been replaced, or is otherwise no longer of value to the District will be listed and presented to the Board with a recommendation for disposition.</p>
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<p>4. Guidelines</p>	<p><u>Disposal Methods</u></p> <p>Items of some value may be disposed of in the following ways:</p> <ol style="list-style-type: none"><li>1. Public auction generally conducted by a licensed auctioneer.</li><li>2. Salvage scrap sold to local dealers.</li><li>3. Negotiated sale normally used when disposing of items of substantial value, e.g., real estate.</li><li>4. Sealed bid normally used for items of substantial value or unique qualities.</li><li>5. Pre-priced sale large quantities of obsolete or surplus furniture and equipment may be sold by this method.</li><li>6. Some items have no sale value or disposal exceeds the net worth. These items may be donated to charitable organizations or otherwise discarded.</li></ol> <p>Equipment being replaced may be traded in on new equipment as part of the purchase procedure.</p> <p>Littlestown Area School District connected personnel may not receive or accept abandoned or disposed of property except that they may join with others in bidding for items to be sold.</p> <p><u>Real Estate</u></p> <p>The disposition of district real estate shall be in accordance with Section VII of the Pennsylvania School Code of 1949, as amended, and with notice to the county and municipal planning commissions, per the PA Municipalities Planning Code, Sec. 10305, e.g., upon sealed bids at private sale with Court approval, at private sale procured by a broker with Court approval, or gift or sale to neighboring municipalities.</p>
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