

Adopted: 07/17/2014

Revised: _____

Policy 205
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Rev.

205 PROPERTY DISPOSAL

1. PURPOSE

- 1.1. The purpose of this policy is to provide guidelines for the Executive Director to assist in timely disposition of obsolete equipment and material.
- 1.2. Effective use of the building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

2. MANNER OF DISPOSITION

- 2.1. Depending on condition, technology, and use, deleted items may be offered for redistribution to other charter schools, offered for sale to the public or junked.
- 2.2. The Director will determine the disposal method and, if applicable, the process used for advertisement and public sale. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the Board of Directors.
- 2.3. A follow up report will be provided to the Board.
 - 2.3.1. Sales to Employees: No Board member, officer or employee of Aurora Charter School shall sell or procure for sale or possess or control for sale to any other board member, officer or employee of Aurora Charter School any property or materials owned by Aurora Charter School unless the property and materials are not needed for public purposes and are sold to a Aurora Charter School employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least two week's published or posted notice.