

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

When any district-owned instructional materials, equipment, supplies, or other personal property becomes unusable, obsolete, or no longer needed, the Superintendent or designee shall notify the Governing Board, provide an estimated value, and recommend whether the items be sold or disposed of by one of the methods prescribed in law and administrative regulation. Upon approval by the Board, the Superintendent or designee shall arrange for the sale or disposal of these items.

(cf. 0440 - District Technology Plan)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

Instructional materials may be considered obsolete or unusable when they:

1. Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Are not aligned with the district's academic standards or course of study.

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

3. Contain information rendered inaccurate or incomplete by new research or technologies.
4. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

5. Are damaged beyond use or repair.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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)

BP 3270

Legal Reference:

EDUCATION CODE

- 17540-17542 Sale or lease of personal property by one district to another
- 17545-17555 Sale of personal property
- 35168 Inventory, including record of time and mode of disposal
- 42291.5 Temporary school bus designation
- 42303 School bus sale to another district
- 60500-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

- 25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

- 3944 Consolidated categorical programs, district title to equipment
- 3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

- 549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

- 80.32 Equipment acquired under a grant or subgrant

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

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FRUITVALE SCHOOL DISTRICT, Bakersfield, CA