

**SECTION 3000
BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

**BOARD POLICY
BP 3270**

**SALE AND DISPOSAL OF BOOKS,
EQUIPMENT AND SUPPLIES**

When any district-owned instructional materials, equipment, supplies or other personal property become 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. With Board approval, 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. 3131.11 – Supplementary Instructional Materials)
(cf. 6163.1 – Library Media Centers)

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies.
2. Have been replaced by more recent editions or materials selected by the Board and are of no foreseeable value in other instructional areas.

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

3. 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)

4. Are damaged beyond use or repair.

(cf. 1312.4 – Williams Uniform Complaint Procedures)

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

(cf. 6011 – Academic Standards)
(cf. 6143 – Course of Study)

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)

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 applications funds

UNITED STATES CODE, TITLE 40

- 549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

- 80.32 Equipment acquired under a grant or subgrant

ADOPTED: 8/25/93; REVISED:03/10/10