

SCHOOL PROPERTIES DISPOSAL PROCEDURE

If the Assistant Superintendent for Finance and Operations determines that it is in the best interest of the District to sell an item, he/she will determine whether to negotiate the sale price directly with an interested party, or offer it to employees or for public sale. No warranties, expressed or implied, will be made of any items sold to employees. All CCSD 89 inventory tags shall be removed from surplus property items upon sale, donation, or scrap.

Procedures for Employee Purchases

A list of all surplus property of the District shall be sent to District school principals periodically. This list shall be posted in a place where staff members have an opportunity to see it. Employees will have until the date of the sale to indicate their interest in one or more items. Employees are encouraged to visually inspect items at the school or site where they are stored as all sales are final.

Employees wishing to purchase one or more items shall submit a separate bid for each item, specifying the inventory number(s) listed on the quarterly update of surplus material, to the Assistant Superintendent for Finance and Operations. A bid does not need to be accompanied by a check or money order.

The employee who bids the highest will be notified by the Assistant Superintendent for Finance and Operations. If two or more bids are identical, the one which was submitted first will be considered the winning bid. If the item is not paid for within seven days, the item will be awarded to the second highest bidder.

The building principal will issue a receipt to the purchaser in duplicate, one of which becomes the release authorization for the building principal. The check or money order, made payable to Community Consolidated School District 89, for the sale shall be attached to the original copy of the receipt and shall be sent to the Business Office. The Business Office will remove the item from the inventory record once it is sold. Proceeds from the sale of assets will be treated as general fund income and credited to the fund charged for the original acquisition.

Procedures for Public Purchases

All surplus property of the District not sold to employees shall be put up for sale to the public. Notice of the sale shall be given in a local newspaper.

Material that is not sold after a reasonable amount of time will be disposed of by the Assistant Superintendent for Finance and Operations in a manner that is advantageous to the District.

Negotiated Sale

In some cases, due to the specialized nature of a given item of surplus property, it may be in the best interest of the District to negotiate the selling price of an item directly with an interested party. The Assistant Superintendent for Finance and Operations will handle such negotiations.

Other

Items that are not fit for sale may be donated to other non-profit organizations able to utilize them. Equipment that cannot be reassigned, sold, or donated will be scrapped. The Business Office will coordinate removal and/or disposal of such items with the Buildings and Grounds Department.

CROSS REF: Policy 4:80 Accounting and Audits

LEGAL REF: 105 ILCS 5/10-22.8

REGULATION

Approved: 3/15/71

Revised: 7/16/73, 5/20/91, 4/21/03, 4/17/06, 4/16/12, 5/24/2021

Reviewed: 5/19/08, 1/25/10, 4/15/13, 4/18/16, 5/20/19



Board of Education, Glen Ellyn, Illinois