

DISPOSAL OF PROPERTY

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| AP No. 6550 |
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- I. The District maintains a surplus storage location for equipment taken out of general use. To relocate equipment to the surplus storage location, a Department completes a work order and attaches a Transfer and Disposal Form then submits both to the Help Desk (Parking Services) who will forward it to Facilities Services/Utilities. Facilities Services/Utilities will forward the list to the Director of Contract Management and Vendor Services for an update of the inventory data base.
- II. Items which are taken to the surplus storage location are added to the surplus inventory database. Serviceable items are advertised campus wide for redistribution to departments/divisions.
- III. The district may sell for cash any district personal property if the property is not required for district purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use. Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the district for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a paper published in the district and having a general circulation. If there is no such paper, then notice can be published in a paper having a general circulation in the district; or if there is no such paper, then in a paper having a general circulation in the county in which the district or any part thereof is situated. The Director, Contract Management and Vendor Services shall sell the property to the highest responsible bidder, or shall reject all bids.
- IV. Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the district, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the district.
- V. The District can also exchange for value, sell for cash, or donate any personal property belonging to the district without complying with the preceding procedures if all of the following criteria are met:
 - A. The district determines that the property is not required for district purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
 - B. The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.

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- C. The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

- VI. If the board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold by Director, Contract Management and Vendor Services at a private sale without advertising.

- VII. Any item or items of property having previously been offered for sale as provided in Section 1 above, but for which no qualified bid was received, may be sold by the Director, Contract Management and Vendor Services at a private sale without advertising.

- VIII. Reference:

Education Code Section 70902(b)(6), 81450, 81450.5, 81452
Revised 2/02, 02/03, 02/04