CVUSD
Board Policy BP 3270

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 Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas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

***Note: Pursuant to 34 CFR 80.32, when equipment acquired under a federal grant or subgrant is no longer needed for the original project or program or for other federally supported activities, items with a current per-unit fair market value of less than $5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding federal agency. However, items with a current per-unit fair market value of $5,000 or more must be retained or sold, and the federal agency has a right to an amount equal to its share of either the current market value of equipment retained or the proceeds from its sale. ***

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 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

CSBA (6/96) 11/09
CVUSD (8/08) 9/10