



## **CITY SCHOOL DISTRICT OF ALBANY DISPOSAL OF DISTRICT PROPERTY**

### **Sale of School Property**

No school property shall be sold without prior approval of the Board of Education. However, the responsibility for such sales may be delegated by the Board of Education to the superintendent or his/her designate. The net proceeds from the sale of school property shall be deposited as miscellaneous in the General Fund. Employees are prohibited from selling school property except as authorized by the board.

### **Disposal of District Personal Property**

#### **Equipment**

School district equipment that is obsolete, surplus, or unusable by the district shall be disposed of in such a manner that is advantageous to the district. An asset that is deemed obsolete, surplus, or unusable shall be justified through the use of an Asset Disposal Approval Form and maintained on file with inventory records as required by law.

The superintendent will be responsible for selling the equipment in such a way so as to maximize the net proceeds of the sale, which may include a bona fide sale preceded by adequate public notice. If it is determined that reasonable attempts to dispose of the equipment have been made and such attempts have not produced an adequate return, the superintendent or his/her designee may dispose of the equipment in any manner, which he/she deems appropriate.