

AP 6550 Disposal of Property

Reference:

Education Code Section 70902(b)(6), 81383, 81384, 81450 et seq.

1. Any material considered by a department head to be excess or no longer usable shall be listed on forms provided by the Purchasing Department. Said form shall be routed to the Purchasing Department through the appropriate vice president, director, or dean.
2. Any material deemed to be excess or no longer usable by the Chief Business Officer shall be reported to the Board of Trustees with the recommendation that it be sold at a surplus sale.
 - a. Before a sale can take place, a notice shall be given by publishing it in a newspaper of general circulation within the District once a week for two weeks. In some instances, notice can be given by posting in three public places for two weeks.
 - b. Property authorized for sale as surplus may 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 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.
 - c. Those items that did not sell will be deemed scrap and shall be sold by the District for the highest cash value obtainable.
 - d. Any money received from the sale of property of the District shall be placed to the credit of the General Fund.
3. In lieu of a public auction, the District can exchange for value, sell for cash, or donate any surplus property belonging to the District 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. 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.
 - 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.
4. The District can sell or lease real property belonging to the District if both of the following conditions are met:

- a. The property is sold or leased to another local governmental agency, or to a nonprofit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; and
 - b. The financial proceeds are expended solely for capital outlay purposes relating to a qualified community college facility
5. If the Board of Trustees, 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 the Chief Business Officer or designee at private sale without advertising,
6. Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Chief Business Officer or designee without advertising.