

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2575-9
SUBJECT: DISPOSITION OF OBSOLETE OR SURPLUS MATERIALS OR PROPERTY	DATE OF ISSUE: 04/29/96 <hr/> REVISIONS: 08/01/96 <hr/> PREPARING OFFICE: ASSOCIATE SUPERINTENDENT

I. PURPOSE:

To establish procedures for disposition of surplus or obsolete materials and property.

II. PERSONNEL AFFECTED:

All District Employees

III. PROCEDURES:

No disposition of surplus or obsolete materials or property shall be made except through the office of the director of central services and facilities planning. Surplus or obsolete materials, supplies, equipment or property shall be defined as items which are no longer required to accomplish the educational mission of the school system.

IV. GENERAL GUIDELINES FOR DISPOSAL:

- A. Those items considered as obsolete or broken shall be sold by public auction either through sealed bids or vocal auction at such times as the associate superintendent, or a designee, determines the necessity for a sale due to warehousing space and the number of items involved.**
- B. When it is necessary to dispose of large quantities of a single item, the associate superintendent, or a designee, may decide to determine a fair price for the item and sell single units or quantities at this predetermined price.**
- C. When the sale is operated by the district, the public shall be informed of such sale through proper notification in at least one newspaper of general countywide circulation and within at least one week of the sale.**
- D. Any item deemed unusable by the district or of surplus nature and having an estimated value of more than four thousand dollars (\$4,000) shall be advertised and sold in a public auction with the prior approval of the Board of Education.**
- E. Any real property to be sold shall have prior approval of the Board of Education. The sale procedure shall also be approved by the Board of Education.**

DISPOSITION OF OBSOLETE OR SURPLUS MATERIALS OR PROPERTY (Continued)

- F. Any of the aforementioned items not receiving a bid due to the state of repair or lack of utility shall be disposed of as junk either for sale or as useless refuse.**
- G. Following the sale of items, the director of central services and facilities planning shall submit to the Business Department a listing of those items sold, price of each, and any accompanying payments for same.**
- H. Employees or other school district officials may purchase surplus or obsolete materials and property only at a public sale, whether by predetermined price, sealed bid, or vocal auction. Nonprofit organizations (but not private individuals), including churches, private schools, and fraternal organizations, may at any time purchase single units or quantities of materials or property for which a predetermined price has been fixed under Paragraph IV-B of this regulation.**