

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	<u>10/11/16</u>	New	<u></u>
2nd Reading	<u>11/17/16</u>	Revised	<u>X</u>
Approved	<u>11/17/16</u>	Substitute	<u></u>

004.0800 SCHOOL DISTRICT SURPLUS

REVISIONS OF POLICY 004.0800 SCHOOL PROPERTIES DISPOSAL (LAST APPROVED 1/13/09)

1.0 Each school or location shall designate a responsible individual to account for assets and equipment requiring surplus. All Personnel are responsible to adhere to the District fixed asset procedures and this Policy in the disposition of all district property.

2.0 TYPES OF PROPERTY

2.1 Textbooks and Miscellaneous Property

Unused textbooks in the district will be made available to other school districts in the state, charter schools, individuals involved in home schooling, private schools, humanitarian projects and buyback companies. The Business Administrator will authorize disposal of "usable textbooks" defined as at least 25 textbooks that are not badly damaged, worn out or outdated, in accordance with Utah Code Annotate Section 53A-12-207, which requires notification to other school districts. Disposal of all other miscellaneous property will be authorized by the Business Administrator in a manner to the District's best advantage, provided that the unit value of the items is not more than \$5000. If values are in excess of this amount, formal authorization for approved sale, sealed bid, donation or negotiated sale will be obtained from the Board.

2.2 Fixed Assets and General Property

2.2.1 Definition: A fixed asset is a specific piece of property that must possess three attributes: (1) tangible nature; (2) a life longer than five years; (3) a unit cost of \$2,000 or more; or (4) as identified in District Property Procedures. General property is that equipment/property with a unit price of less than \$2,000 of equipment/property that does not meet the definition of a fixed asset, and is not considered an expendable supply.

2.2.2 Disposal: Fixed assets and general property will be disposed of in one of the following manners: Sold at a District approved sale, online through a district approved website, donated, disposed of properly. To determine the proper disposal of a fixed asset, District Property Procedures will be followed.

2.2.3 A fixed asset that has met the criteria to be Disposed of must have an Asset Disposal Form signed and approved by the Business

Administrator, before the item can be disposed of or put on the Surplus Website.

2.3 Real Estate: If any school-owned real estate is no longer needed for public school purposes, the Board may dispose of it in a manner prescribed by state law and detailed in Board regulations. If the final bid for such property is one submitted by an employee of the school system, that fact will be brought to the attention of the Board by the Business Administrator. Before confirming any sale, the Board may obtain a second appraisal of the market value of the property, and on the basis of this second appraisal make its determination.