



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6050**

### DISPOSITION OF SURPLUS OR OBSOLETE MATERIALS AND PROPERTY

Under provisions of Oklahoma Statutes, Title 70, Section 5-117, the Board of Education has authority to dispose of worn, obsolete materials and property of the school district which are no longer needed by the district.

Surplus or obsolete materials, supplies, equipment, or property no longer required to accomplish the educational mission of the school shall be disposed of only under the authority of the Superintendent after receiving approval of the Board of Education.

A list of items to be considered as obsolete, surplus, or worn shall be presented to the Board of Education annually or at such times as the Superintendent or designee determines the necessity due to warehousing space, the number of items involved, or other criteria as necessary.

After receiving authorization to dispose of surplus or obsolete items, the following guidelines will be used for disposal.

The Board of Education shall approve the sale procedure to be used for disposal of any real property.

When it is necessary to dispose of large quantities of a single item, the Superintendent or designee may determine a fair price for the item and sell single units or quantities at this predetermined price.

Notification to the public shall be made of each sale effort through publication in at least one county newspaper of general circulation within one week of the sale date.

Textbooks declared surplus property by the Board of Education may be sold, destroyed, donated to a non-profit agency/organization, or other disposal method so stated by the Board of Education. Items declared as obsolete, worn or surplus may be used as a trade-in or exchanged in the acquisition of other property whenever feasible and approved by the Board of Education.

Following the sale of surplus or obsolete items, a report shall be submitted to the Board of Education listing the items sold, the price obtained for each item or group of items, and the total amount of the sale effort.

All items sold shall be paid in full before the items are removed from the school district location.

All items sold shall be receipted, and the money collected shall be presented to the school district treasurer for deposit in the proper fund.

Partner school districts may be given an opportunity to take any needed surplus personal property.

School board members (and their second-degree relatives) are prohibited by state law from purchasing property from the district.

District employees (and members of their immediate families) who recommend that property be declared surplus are prohibited from obtaining the surplus property either directly or indirectly.



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Source: *Broken Arrow Board of Education policy adoption, April 6, 1992.*  
*Broken Arrow Board of Education policy revised, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, June 25, 2018.*  
*Broken Arrow Board of Education policy revised, November 12, 2018.*