

Morgan County Board of Education

Descriptor Term:

Personal School Property Disposal Procedure

Descriptor Code:

DO

Issued Date:

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Rescinds:

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1 When equipment, books, materials, and other personal property no longer have an intended use by the
2 system or are no longer capable of being used because of condition, the Board shall declare them surplus
3 property and authorize their disposal.¹

4 PERSONAL PROPERTY (OTHER THAN TEXTBOOKS)

5 The superintendent shall prepare a list of unusable items for Board approval. The list shall contain the
6 following information: name of item, date of purchase and reason for disposal.

7 All unusable items shall be sold within ninety (90) days of being declared surplus to the highest bidder
8 after advertising in a newspaper of general circulation at least seven (7) days prior to the sale. Surplus
9 personal property which has no value or has a value less than two hundred fifty dollars (\$250), may be
10 disposed of without the necessity of bids. In order for such disposal without bids, the principal of the
11 school with the surplus personal property, the superintendent, and the chairman of the Board must all agree
12 in written form that the property is of no value or is valued at less than two hundred fifty dollars (\$250).¹

13 If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the system, the
14 Board shall approve other methods of disposal.

15 TEXTBOOKS

16 The superintendent shall prepare for the Board a list of unusable textbooks which shall include the
17 following information: title, author, publisher, copyright date, subject, grade level, number of copies on
18 hand, date of purchase and reason for disposal.

19 The Board shall declare the appropriate textbooks as surplus property and shall dispose of them in the
20 following manner:

- 21 1. Principals shall provide a list of unusable textbook titles to staff members and encourage them to
22 select copies for classroom use;
- 23 2. Students shall be given an opportunity to examine and claim books for their personal use;
- 24 3. The remaining books shall be offered for sale to local, state, and federal agencies with educational
25 programs, various businesses, private schools, or individuals who wish to purchase the materials.
26 All proceeds from the sale of these books must be used to supplement textbook purchasing funds;
27 and
- 28 4. When all attempts to place the unusable textbooks have been exhausted, the Board shall dispose
29 of the remaining textbooks as provided by law³ or any other method approved by the Board.²

30 Legal References:

- 31 1. TCA 49-6-2007.
- 32 2. TCA 49-6-2208.
- 33 3. TCA 49-12-2-403.