

## FISCAL MANAGEMENT

File: DN-R

### SALE AND DISPOSAL OF PROPERTY

#### Generally

1. The school division shall apply trade-in allowances on replacement equipment against the purchase cost of the new equipment whenever possible.
2. The Director of Finance shall issue procedures for the sale and disposal of school division property. These procedures shall be located in the Finance Procedure Manual at each school site and with all budget holders.
3. The school division may dispose of equipment having no trade-in value by informal bid, auction or pre-priced sale as appropriate to the public. For items valued in excess of \$500.00, formal authorization for negotiated sale or putting the items to bid will be obtained from the Charlottesville City School Board.
4. The bidder or purchaser shall certify in all bids and for all negotiated sales whether he/she is an officer or employee of the division or a member of the immediate family of an officer or employee.
5. Officers and employees of the school division, and members of their immediate families, may purchase surplus property from the school division only if the property is being sold at uniform prices available to the public and if the goods are sold for less than \$500.00.
6. If items are not disposed of through the bidding or direct sales process, the Superintendent or designee is authorized to arrange for their disposal.
7. Whenever it is determined that the School Board has no use for some of its real property, the School Board may sell such property and retain all or a portion of the proceeds of such sale upon approval of the City of Charlottesville and after the School Board has held a public hearing on such sale and retention of proceeds.
8. Obsolete educational technology hardware and software that is being replaced pursuant to Va. Code § 22.1-199.1(B)(4) may be donated to other school divisions, to students, as provided in Board of Education guidelines, and to preschool programs in the Commonwealth.

Issued: August 17, 2009

Revised: January 10, 2011

---

Legal References: Code of Virginia, 1950, as amended, sections 22.1-68, 22.1-78, 22.1-79 (3), 22.1-129, 22.1-299 (B)(4), 2.2-3108.B.2, 2.2-3109.C.3, 2.2-3110.A.7, Guidelines for the Donation to Public School Students of Replaced Educational Hardware and Software by Local School Boards