

**Business and Fiscal Affairs**

**BP 6550 DISPOSAL OF SURPLUS PERSONAL PROPERTY**

**References:**

Education Code Sections 70902(b)(6) and 81450 et seq.

The Vice Chancellor of Business and Financial Services, or designee, is delegated authority by the Board of Trustees to declare as surplus such personal property of the District as is no longer useful for District purposes and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis.

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Date Adopted: October 15, 2013  
(Replaces Policy 7025)

**Business and Fiscal Affairs**

**AP 6550 DISPOSAL OF SURPLUS PERSONAL PROPERTY**

**References:**

Education Code Section 70902(b)(6) and 81450 et seq.

The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use. Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the District for not less than two weeks; notice can also be by publication for at least once per week for a period of not less than two weeks in a newspaper published in the District and having a general circulation. If there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated. The District shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

- a) The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
- b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
- c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable District wide or school site technology plan of the recipient district.

If the Board of Trustees, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold at private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code Section 81450 above, but for which no qualified bid was received, may be sold at private sale without advertising.

The money received from the sale shall be placed to the credit of the fund from which the original expenditure for the purchase of the property was made.

See also AP 6100, titled Delegation of Authority.

*Office of Primary Responsibility:* Vice Chancellor, Business and Financial Services

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Date Approved: October 28, 2013

*Replaces current Riverside CCD Regulation*

7025