

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES;
SALE, LICENSING AND RENTAL OF PROPERTY

The Little Silver Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the school district. The board shall direct the chief school administrator to review periodically all district property and shall authorize the disposition by sale, licensing, rental or donation of any property not required for school purposes.

The school business administrator shall develop rules for the disposition of property that ensure that all sales are conducted in a fair and open manner consistent with the public interest, and in compliance with law.

Any district property designated for donation or unsold after such offer may be offered without cost to charitable or nonprofit organizations having a use for such property.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 through 18A:20-7 and N.J.A.C. 6A:26-7.4. If an approved site, or interest therein, is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the Division of Administration and Finance (Division) in accordance with the requirements of N.J.A.C. 6A:26-7.4. The Division will notify the district of its approval or disapproval.

The board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes, and disposal of any property declared scrap or waste. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase. In the event no bids are received for personal property or the personal property is not sold at private sale pursuant to, N.J.S.A. 18A:18A-45, the board may declare the personal property as scrap or waste and dispose of it locally.

Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.

Notwithstanding anything to the contrary in this policy, property acquired with Federal funds for use in a Federally funded program will be disposed of in accordance with applicable law and guidelines.

The superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

Supplies and Equipment

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES;
SALE, LICENSING AND RENTAL OF PROPERTY (continued)

Supplies and equipment for specific programs, purchased with funds granted by the state and federal government, shall be disposed of in strict accordance with applicable law and regulations.

The board shall conduct a complete inventory by physical count of all district-owned equipment and supplies through a perpetual inventory.

For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, costs at least \$2,000.00 as a single unit, and does not lose its identity when incorporated into a more complex unit.

The school business administrator/board secretary shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the board. Property records of consumable supplies shall be maintained on a continuous inventory basis.

The school business administrator/board secretary shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

Adopted: October 8, 2009
 Revised: October 19, 2017, February 18, 2021
 NJSBA Review/Update: April 2023
 Readopted: August 24, 2023

Key Words

Sale of Property, Licensing, Rental, Donation to Private Organizations, Disposal of Property

Legal References: N.J.S.A. 18A:7F-7(e) Appropriation by school district of undesignated fund balance; amounts allowable
N.J.S.A. 18A:18A-45 Manner and method of sale (personal property)
N.J.S.A. 18A:20-2 Purchase and sale of property in general
N.J.S.A. 18A:20-5 Disposition of property and title of purchaser
N.J.S.A. 18A:20-6 Sale at public sale; exceptions
N.J.S.A. 18A:20-7 Sale at fixed minimum prices; rejection of bids
N.J.S.A. 18A:20-8.1 Transfer of land for vocational school purposes
N.J.S.A. 18A:20-8.2 Lease of land, or part or all of school building not necessary for school purpose; resolution; procedure
N.J.S.A. 18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
N.J.S.A. 18A:20-9.1 Conveyance of certain sewer lines to a municipality
N.J.S.A. 18A:20-9.2 Sale of school property to nonprofit schools for the
 handicapped
N.J.S.A. 54:4-3.6 Exemption of property of nonprofit organizations
N.J.A.C. 6A:26-7.4 Approval for the disposal of land

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Possible

Cross References: *3220/3230 State funds; federal funds
*3280 Gifts, grants and bequests
*3440 Inventories
*6171.3 At-risk and Title 1
*7110 Long-range facilities planning

*Indicates policy is included in the Critical Policy Reference Manual.