

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 6550

### Disposal of Property

Date Adopted:	11/9/2004
Date Revised:	3/6/2020
Date Reviewed:	3/6/2020
References:	California Government Code Section 1090; Education Code Sections 70902(b)(6), 81450 et seq.

Sierra Joint Community College District will dispose of surplus portable buildings, equipment, and supplies under the following guidelines:

- In accordance with California Education Code Sections 70902(b)(6) and 81450 et seq.
- With the approval of the Board of Trustees at a regularly scheduled meeting;
- By the Director of Finance, as delegated by the Superintendent/President.
- On an as needed basis, depending on volume and opportunity for disposition;
- In accordance with the procedures detailed herewith.

Under the authority of the Education Code, any surplus personal property belonging to the District may be sold, traded, donated or hauled to landfill if the property is no longer required or unsuitable for school use. In accordance with Government Code Section 1090, no employee or member of the Board of Trustees who is authorized to dispose of surplus property, as outlined in Administrative Procedure 6150, shall be a purchaser at any sale of surplus property by the District.

To declare property as surplus, staff shall list the property on the appropriate District form, have the form signed by the proper authorized persons, and forward the form to the Director of Finance (or designee). Disposition of the surplus property will be made by designated staff utilizing one or more of the following methods:

1. Surplus property may be redeployed to another District site or department that can utilize it.
2. Surplus property may be a trade-in to a vendor for credit toward the purchase of new property of like kind and class.
3. Surplus property may be sold to the highest bidder after placing a public notice
  - a. in at least three public places for at least two weeks, and

- b. once a week for two weeks in a newspaper published in and having general circulation within the District.

If no qualified bid is received, the Director of Finance or designee may sell the property at a private sale without advertising.

4. The District may contract with a private auction firm to sell, for a fee, the surplus property to the highest bidder.
5. When calling for bids for construction, repairs, or demolition, the District may require the bidders to purchase and remove surplus property as part of the scope of work.
6. The District may dispense with posting/publication and sale to the highest bidder if:
  - 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; and
  - b. the surplus property is exchanged with, or sold, leased 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; and
  - 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
7. The Board, by a unanimous vote of those members present, may instruct the Director of Finance to sell surplus property, with a fair market value less than five thousand dollars (\$5,000), at a private sale without advertising.
8. Surplus property may be donated to a charitable organization deemed appropriate by the Board.
9. Surplus property may be recycled to avoid disposal fees and help comply with state-mandated trash diversion requirements. Note: Any property that contains toxic materials such as computer monitors must be handled by a certified recycler, usually for a fee.
10. The District may contract with a certified disposal company, for a fee, to haul the surplus property to a landfill.

The preferred method of disposal will be that which results in the greatest net financial gain or minimal financial loss to the District.

See Board Policy 6550.