

DISPOSAL OF SURPLUS ITEMS

The Essex County Public Schools Division shall apply trade-in allowances on equipment to be replaced against the purchase cost of the new equipment whenever possible.

The Essex County Public Schools Division may dispose of equipment having no trade-in value by informal bid, auction or pre-priced sale as appropriate to the public. If items are valued in excess of \$500.00, formal authorization for negotiated sale or for putting the items to bid shall be obtained from the Essex County School Board.

The bidder or purchaser shall certify whether he/she is an officer or employee of the Essex County Public Schools Division or a member of the immediate family of an officer or employee. Officers and employees of the Essex County Public Schools Division, and members of their immediate families, may purchase surplus property from the Essex County Public Schools Division only if the property is being sold at uniform prices available to the public or if the goods are sold for less than \$500.00.

If reasonable attempts through the bidding or direct sales process to dispose of the items are unsuccessful, then the superintendent is authorized to arrange for their disposal.

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. In addition, the Essex County School Board may donate such obsolete educational technology hardware and software and other obsolete personal property to a Virginia nonprofit organization which is exempt from taxation under § 501(c)(3) of the Internal Revenue Code.

Adopted: April 9, 2012
Revised: July 13, 2020

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3108, 2.2-3109, 2.2-3110, 22.1-68, 22.1-78, 22.1-129, 22.1-199.1.