

# SCHOOL PROPERTIES DISPOSAL

**Administrative Regulation:** 3075-R  
**Promulgated:** April 9, 1985  
**Amended:** May 22, 2018; July 19, 2023  
**See also:** 3075

## Real Property

Real property of the district may be sold in the following manner:

- a) The Board shall, by majority vote, approve the sale, disposition of or exchange of all real property;
- b) The Wyoming School Facility Commission (WSFC) must approve certain real property sale requests;
- c) Property must be offered to other government agencies first;
- d) The property may be sold by sealed bid or at public auction, such sale to be advertised at least 14 days in advance of the sale in at least one newspaper with circulation in the county;
- e) The property may be exchanged or disposed of in other ways with the approval of the Board.
- f) Money received from the real property shall be deposited in the general or building fund of the District, as the Board and WSFC direct.

## Equipment, Materials and Supplies

Obsolete, worn-out, or unused school property may be traded in or exchanged in the acquisition of other property following state and federal guidelines. (See Administrative Procedure 3060A & B Property Management Procedures for both Non-Federal and Federal Awards). Otherwise, the property shall be disposed of as follows:

- a) Items will be thrown out to trash if it is no longer working and not feasible to repair.
- b) Items that may be of use elsewhere in the district will be offered out via email to other staff members of the district.
- c) Board approval is required if the value of the item exceeds \$5,000.00;
- d) Superintendent (or his/her designee) approval is required if the value of the item is \$5,000.00 or less.
- e) If property is judged to be saleable:
  - i) Board approval is required to declare the item surplus;
  - ii) Public notice shall be made before the item is sold;
  - iii) Item will be sold at public auction;

**Legal Ref:** 2 C.F.R., Part 200, Wyoming Constitution Article 16, Section 6

- iv) Items will be thrown into trash if no buyer is found

All money received from the sale of school property shall be deposited in the general fund of the District unless the item was obtained with a federal award. Federal guidelines will be followed for items obtained with a federal award. (See Administrative Procedure 3060B Property Management Procedures for Federal Awards).

Property may be exchanged or disposed of in other ways with the approval of the Board.

### **Books**

Books no longer needed shall be disposed of as follows:

- a) The Principal shall refer to the Superintendent all books he/she feels are no longer of value to his/her school;
- b) All obsolete books must be stamped with a "DISCARDED" stamp before they are disposed of.

### **Additional Considerations for Items Purchased with Federal Grants**

When no longer needed for the original program or project, the equipment may be used in other activities support by the federal awarding agency, in the following order of priority:

- (i) Activities under a federal award from the federal awarding agency which funded the original program or project, then
- (ii) Activities under federal awards from other federal awarding agencies. This includes consolidated equipment for information technology systems.
- (iii) School district general use
- (iv) Disposal - If item can and is sold for an amount greater than or equal to \$5000, the money must be repaid to the federal government or pass through entity

If no disposition instructions are received by the federal Awarding Agency for equipment with a per-unit fair-market value in excess of \$5,000 within 120 days, the equipment may be retained or sold. If the equipment is sold, the federal awarding agency is entitled to a percentage of participation in the cost of the original purchase. The non-federal entity may permit the District to retain \$500 or ten percent of the proceeds of the receipts, whichever is less as their cost. Item of value less than \$5,000 that is not of use will be taken to the Board of Trustees to declare surplus and sold at public auction.

## **Disposition of Equipment**

If the equipment is no longer needed for original purpose or for other federal programs, disposition instructions are requested from the federal awarding agency if required by the terms and conditions of the federal award.

Items of equipment with a current per unit fair market value under \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the federal awarding agency.

The District may transfer title to the federal government or eligible third party and must be compensated for the District's attributable percentage of current fair market value of the property.

## **Supplies**

The title to supplies vests to the District upon acquisition. Residual supplies, including computing devices, of an aggregate value of more than \$5,000 after program is terminated or completed must be used for other federally funded programs. If there are no other programs that require the use of the supplies, the federal Government must be compensated for their share.

As long as the federal Government retains an interest in supplies purchased with federally-funded awards, none of the supplies can be used to provide services to other organizations for less than private companies charge.