

MANCHESTER CITY SCHOOLS

Policy Manual

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When equipment, books, materials, and other personal property no longer have an intended use by the system or are no longer capable of being used because of condition, the Board shall declare them surplus property and authorize their disposal.¹

Any Revenue derived from the sale of surplus property and equipment shall be deposited in the general purpose fund of the Board.

PERSONAL PROPERTY (OTHER THAN TEXTBOOKS)

The director of schools shall prepare a list of unusable items for Board approval. The list shall contain the following information: name of item, date of purchase and reason for disposal. (**See Surplus Property Form**)

Unless otherwise dictated by federal guidelines, all unusable items shall be sold within ninety (90) days of being declared surplus to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale. Surplus personal property which has no value or has a value less than two hundred fifty dollars (\$250), may be disposed of without the necessity of bids. In order for such disposal without bids, the principal of the school with the surplus personal property, the federal project director (if federal funds are involved), the director of schools, and the chairman of the Board must all agree in written form that the property is of no value or is valued at less than two hundred fifty dollars (\$250).¹

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the system, the Board shall approve other methods of disposal.

TEXTBOOKS

The director of schools shall prepare for the Board a list of unusable textbooks which shall include the following information: subject, number of copies on hand, and the reason for disposal. (**See Surplus Textbook Form**)

The Board shall declare the appropriate textbooks as surplus property and shall dispose of them in the following manner:

- Principals shall provide a list of unusable textbook titles to staff members and encourage them to select copies for classroom use;
- Students shall be given an opportunity to examine and claim books for their personal use;
- The remaining books shall be offered for sale to local, state, and federal agencies with programs, various businesses, private schools, or individuals who wish to purchase the materials. All proceeds from the sale of books must be used to supplement textbook purchasing funds; and
- When all attempts to place the unusable textbooks have been exhausted, the Board shall dispose of the remaining textbooks as provided by law² or any other method approved by the Board.³

Legal References:

1. [TCA 49-6-2006](#)
[TCA 49-6-2007](#)
[TCA 49-6-2208](#)
[TCA 12-2-403](#)
2. [TCA 12-2-403\(a\)](#)
3. [TCA 49-6-2208](#)

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Cross References

[2.702 Inventories](#)