

School Properties Disposition

The superintendent or designee will determine whether district property other than real property and waste materials is obsolete, surplus, and/or of no further value to the district. The re-use of personal property within the district will receive priority.

Surplus personal property

Surplus personal property will be disposed of as follows:

1. Sold by sealed bid or at auction, whichever is deemed most advantageous to the district
2. Traded in as part of a purchase or similar equipment
3. Donated to a charitable governmental organization
4. Destroyed by burning, burial, throwing away by similar means

The sale, donation, destruction or conveyance of surplus personal property requiring passage of recorded title must be approved in advance by the superintendent or designee.

District personnel are prohibited from purchasing such surplus property except at official public sales in accordance with the prescribed methods applicable to the general public.

Real Property

When it has been determined that real property may not be needed within the foreseeable future for any purpose authorized by law, it may be declared to be surplus.

The disposal of any real property will be subject to the following guidelines:

1. The determination that the real property is surplus will be made by the Board. Surplus real property will be sold or conveyed by the Board upon such terms and conditions as it may approve.
2. The Board will work within the state statutes and San Miguel County Land Use Codes which apply to the disposition of dedicated land.

Sale, rental, lease or other disposal of real property

1. The responsibility for sale, rental lease or other disposition of real property is placed with the superintendent through the direction of the Board.
2. The Board will make the final determination on rental, lease, or other disposition for real property not required for school purposes.
3. The Board will determine if real property is surplus before it is offered for sale.

4. When the Board declares real property surplus and for sale to the public, the following guidelines shall apply:

- a) An appraisal shall be obtained.
- b) The Board will request a transfer of title from the San Miguel County Board of Commissioners for any dedicated land that is to be sold.
- c) The Board will make the final determination of offers for purchase of real property.
- d) The district's attorney will prepare all legal documentation and review the legal aspects of the sale of the property.
- e) Unless directed otherwise by the Board, funds from the sale of real property will be credited to the Capital reserve Fund.

Approved April 13, 1995