

Policy Code: 6560 Disposal of Surplus Property

When personal property becomes unnecessary and undesirable for public school purposes, the school district will sell or dispose of the property in order to provide additional revenue for educational purposes, in accordance with the requirements of [Article IX, Section 7 of the North Carolina Constitution](#), [G.S. 115C-518](#) and [G.S. 160A, article 12](#). Equipment and supplies acquired under a federal award will be disposed of in accordance with the terms and conditions of the federal award, all applicable requirements of federal law and regulation, and the provisions of this policy are not inconsistent with such requirements.

Contracts for the sale or disposal of surplus property must be consistent with [G.S. 147, art. 6E, art. 6G](#). Before any property can be sold or disposed of, it must be removed from the appropriate fixed asset inventory.

The superintendent or designee shall ensure that any confidential, proprietary, or other identifying information is removed from the surplus property prior to disposition. In addition, any equipment or other property disposed of through waste management services will be done in a manner consistent with environmental or other relevant rules and regulations.

Board of Education members and those employees who establish the fair market value of the surplus property are ineligible to purchase the property.

Property Worth Less than \$30,000

Pursuant to [G.S. 160A-266\(c\)](#), the board permits the superintendent or designee to dispose of personal property worth less than \$2,000 for a single item or group of similar items; to set the property's fair market value; and to convey title to the property for the board of education. Prior to disposition, the superintendent or designee must make a finding that the property is no longer necessary or desirable for school use. Before the disposal or sale of any item worth less than \$2,000, the Superintendent or designee must secure signed permission from the Chief Financial Officer to ensure appropriate fiscal procedures have been followed. Permission for disposal and sale must also be obtained from the following:

1. Deputy Superintendent of Teaching & Learning, Systemic Equity, and Engagement for any and all instructional materials
2. Executive Director of Technology for all technology hardware including computers, monitors, projectors
3. Executive Director of Facilities for all furniture, vehicles, casework, and heavy equipment

For property worth \$2,001 to \$29,999, the superintendent or designee shall determine and recommend to the board of education whether or not items or groups of similar items are unnecessary or undesirable for school purposes. The recommendation will include the description of the items or the groups of items and a recommended method of sale or disposition.

Property covered by this section may be disposed of through a public or private exchange or sale. The superintendent or designee shall choose or recommend any method of disposal that is designed to obtain a fair market value for the property in the most efficient and economical manner possible and is in the best interest of the school district as determined by the superintendent or designee. For all public sales, the superintendent or designee must publish notice at least 10 days in advance. The notice must identify the property to be sold and set out the date, time, place, and terms of the sale. Notice must be published in a newspaper having general circulation and/or by electronic means.

The superintendent must provide a semiannual report to the board detailing transactions above the \$2001 limit. The report must include: (1) a general description of the property sold or exchanged; (2) the name of the person(s) to whom the property was sold or with whom it was exchanged; and (3) the amount of money or other consideration received for each sale or exchange.

Property Worth \$30,000 or More

Property worth at least \$30,000 will be disposed of pursuant to the requirements of [G.S. 160A, article 12](#), [G.S. 115C-518](#), and [Article IX, Section 7 of the North Carolina Constitution](#).

Legal References: [2 C.F.R. 200.313-200.314](#); [N.C. Const. art. IX](#), § 7; [G.S. 115C-518](#); [160A, art. 12](#); [147, art. 6E](#), [art. 6G](#); [160A-226](#); *Boney v. Board of Trustees*, 229 N.C. 136 (1948)

Cross References: Fixed Assets Inventory (policy 8350)

Adopted: 6/5/08

Revised: 4/6/16, 2/27/18, 1/24/19, 4/20/23

Chapel Hill-Carrboro Schools
