BY: .

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DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL: .

**ITEMS TO BE DECLARED SURPLUS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ITEM | ASSET NO. (TAG NO.) | IDENTIFICATION | | PRESENT LOCATION | \*SPECIAL FUNDING | CONDITION OF  EQUIPMENT |
| MODEL NO. | SERIAL NO. | (1) usable  (2) unusable  (3) future use |
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**Please make arrangements to move the above equipment to your campus storage location.**

SCHOOL PRINCIPAL APPROVAL: .

FACILITIES DIRECTOR APPROVAL: .

**School Properties Disposal Procedures**

Ownership and management of Baldwin County School District property is a public trust and it is the policy of the Baldwin County Board of Education that the disposal of surplus properties shall be executed in a manner which protects the interest of citizens of the District. The Board recognizes that in some instances, private sale of school properties will obtain the highest price, while other instances, public sale to the highest bidder will be most advantageous to the District. Accordingly, the Board approves the following rules in connection with the disposal of school properties:

**Disposal Procedures**

**A. Classification of School Property**

The Superintendent shall charge the Facilities Director with the responsibility of classifying school property as: (1) usable; (2) unusable; or (3) future use. Property which is unusable and is not practicable to sell, shall be destroyed.

**B. Sale of Surplus School Property**

1. The Board shall by resolution declare all surplus school property, including school house sites, unnecessary and inconvenient for school purposes and specify the terms and manner of sale.

2. Unless the Board makes the determination that private sale of surplus property is more appropriate, taking into consideration all of the circumstances, the sale of said property shall be advertised for public sale to the highest bidder for cash only. Provided, however, that the Board shall reserve the right to reject all bids.

3. If the Board determines that private sale of surplus property is more appropriate, taking into consideration all of the circumstances, the Superintendent shall invite private bids or offers to purchase and the Board shall accept the highest offer or bid for cash. Provided, however, that the Board shall reserve the right to reject all bids or offers.

Special Instructions for Surplus property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chair approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*MPR 2017*

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| ITEM | ASSET NO. (TAG NO.) | IDENTIFICATION | | PRESENT LOCATION | \*SPECIAL FUNDING | CONDITION OF  EQUIPMENT |
| MODEL NO. | SERIAL NO. | (1) usable  (2) unusable  (3) future use |
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