

## **SALE OR OTHER DISPOSITION OF SURPLUS PERSONAL PROPERTY**

The Monterey County Superintendent of Schools (County Superintendent) may sell or otherwise dispose of any personal property that he/she declares surplus to the needs of the Monterey County Office of Education (MCOE), through a process consistent with the Education Code.

Personal property is defined as instructional materials, equipment, relocatable buildings, supplies, vehicles, and other such items.

The following shall be the order in which disposal shall be accomplished.

1. County Superintendent is required to certify the value of the property in a report to the Monterey County Board of Education (County Board) for its review.
2. Offer the property at fair market value to all school districts within Monterey County. (Administrative Regulations shall assure equity in offering to districts within the County.)
3. Conduct a public sale at fair market value.
4. Surplus personal property that the County Superintendent and the County Board agree to be of insufficient value to defray the costs of arranging a sale shall be disposed of in the most efficient manner not inconsistent with the Education Code.

For surplus personal property estimated to be over \$25,000 that belongs to MCOE, the County Superintendent is required by law to:

1. Obtain an independent evaluation of the property.
2. Bring the proposed sale to the attention of the County Board for its approval.
3. Advertise property for sale in a newspaper of general circulation for no less than one week.

*Legal References (see next page)*

**SALE OR OTHER DISPOSITION OF SURPLUS PERSONAL  
PROPERTY (continued)**

BP 3270

*Legal Reference:*

EDUCATION CODE

1279            *County Superintendent of Schools, disposing of personal property*  
1605            *Property title*  
17540-17542   *Sale or lease of personal property by one district to another*  
17545-17555   *Sale of personal property*  
35168          *Inventory, including record of time and mode of disposal*  
42291.5        *Temporary school bus designation*  
42303          *School bus sale to another district*  
60500-60530   *Sale, donation, or disposal of instructional materials*

GOVERNMENT CODE

25505          *District property; disposition; proceeds*

CODE OF REGULATIONS, TITLE 5

3944           *Consolidated categorical programs, district title to equipment*  
3946           *Disposal of equipment purchased with state and federal consolidated application funds*

UNITED STATES CODE, TITLE 40

549            *Surplus property*

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32          *Equipment acquired under a grant or subgrant*

Adopted: 4/17/85

Revised: 3/01/00; 04/03/13