

**Board Policy DO: School Properties Disposal Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 12/09/2002 | **Last Revised Date:** 07/01/2013 | **Last Reviewed Date:** 07/01/2013

## **SURPLUS EQUIPMENT, MATERIALS, AND REAL ESTATE**

**MISSION:** To ensure a plan for designating all school property or materials as surplus property.

Any single item of school property valued in excess of \$5,000.00 (five thousand dollars), personal or real, including, but not limited to, land, buildings, equipment or motorized vehicles, shall be declared surplus after approval by the DeKalb County Board of Education ("Board"). Any single item of school property valued as surplus at less than \$5,000 (five thousand dollars) does not require Board approval to be declared surplus. School property shall be submitted to the Board, for its approval as surplus, when it is not needed for school purposes, when it is obsolete, or when the cost of maintenance is excessive. Surplus property may be land, buildings, equipment, or materials.

The Board expects reasonable value for all disposed surplus property. Value means: 1) monetary payment; or 2) a financial savings to the District in time, labor, or space, resulting from the disposal of surplus property.

The Superintendent shall establish a procedure for the disposal of all surplus property. The Superintendent or his/her designee shall make a recommendation to the Board regarding the value of the surplus property and procedure for disposal of the surplus property. The Board shall either approve or deny the recommendation. Upon approval by the Board, the Superintendent or his/her designee shall have the authority to proceed with offering the surplus item(s) for sale to the public.

The Board directs that the following procedures shall be followed for the disposal of surplus property:

- I. Any furniture, materials, and equipment declared surplus may be disposed of as follows:
  - A. The property may be sold to or leased by another school system, a local charter school, or a governmental agency;
  - B. The property may be disposed of through an agreement with the Georgia Department of Administrative Services ("DOAS") to advertise and negotiate the sale via the DOAS website; or
  - C. The property may be sold at auction.

Additional procedures for surplus equipment, furniture, and materials are contained in Administrative Regulation "EC-R."

- II. Any real estate, including buildings and sites, declared surplus may be disposed of as follows:
  - A. Governmental entities may be informed of said property, to determine if the same is desired by the governmental entity upon the terms set by the Board.
  - B. The property may be sold by purchase proposals submitted in a bid after public advertisement in the official organ of DeKalb County. If a bid is not received, the property shall be disposed of in the most economically feasible manner.
  - C. The property may be listed with a professional realtor or marketing agent for sale to the general public. The Superintendent, or designee, shall select the realtor.
  - D. The property may be sold to or leased by another school system, a local charter school, or a governmental agency; and
  - E. The property may be sold at auction.

In either case, the Board attorney will represent the Board at the closing of the sale and will review all legal documents associated with the transfer of title. Title will be conveyed by Limited Warranty Deed. An explanation of the procedures for the disposal of surplus real property (buildings or land) is contained in Administrative Regulation "DO-R."

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Note:** To access the policy references, **CLICK HERE: [State of Georgia Terms and Conditions](#)** and close the LexisNexis tab, which will return you to the policy. Click on the links below to be taken to each specific code. **You should only have to do this one time per session.**

#### **State**

O.C.G.A. 10-06-0085

#### **Description**

[Agents - individual liability](#)

O.C.G.A. 10-06-0088

[Public agents - no individual liability for public contracts](#)

O.C.G.A. 20-02-0520

[Acquiring and disposing of school sites; building, repairing, renting, and furnishing schoolhouses](#)

O.C.G.A. 20-02-0600

[Leases of 50 years or less authorized](#)

O.C.G.A. 36-09-0002

[Control and disposal of county property](#)

O.C.G.A. 40-08-0110

[School bus equipment requirements](#)

O.C.G.A. 40-08-0116

[Unlawful acts re: school buses](#)

Rule 160-4-9-.06

[Charter Authorizers, Financing, Management, and Governance Training](#)

#### **Cross References**

#### **Description**

DI

[Accounting and Reporting](#)

DI-R(1)

[Accounting and Reporting - Financial Reports](#)

DI-R(2)

[Accounting and Reporting - Lease Agreements](#)

DI-R(3)

[Accounting and Reporting - Subscription - Based Information Technology Arrangements \(SBITA\)](#)