

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	PERSONAL PROPERTY SALES	FM 11	4/79
	Revision Adopted:		
	9/93; 3/01; 9/10		

When equipment, books, materials, and other personal property no longer have an intended use by the system or are no longer capable of being used because of condition, the Board shall declare them surplus property and authorize their disposal.

Murfreesboro City Schools will sell surplus property within ninety (90) days of it being declared surplus, to the highest bidder after advertising at least seven (7) days in advance of the sale in a newspaper of general circulation at least seven (7) days prior to the sale.

The surplus property may be sold by Internet auction, which may be through a website maintained by Murfreesboro City Schools or the City of Murfreesboro. For sale by Internet auction, the Board shall advertise the sale in a newspaper of general circulation, and include in the advertisement the Internet website maintained by the Murfreesboro City Schools or the City of Murfreesboro.

Surplus property which has no value or has a value of less than two hundred fifty dollars (\$250) may be disposed of without the necessity of bids.

The principal of the school, the Director of Schools, and the Chair of the Board of Education must agree in writing that the property is of no value or that the value is less than two hundred fifty dollars (\$250).

Any revenue derived from the sale of surplus property and equipment shall be deposited in the general purpose fund of the Board.

Textbooks which are replaced or otherwise become unusable may be declared surplus property by the Board or Director:

Such surplus textbooks shall be discarded in any one of the following ways by approval of the Director of Schools or designee:

1. Sell them to another school system;
2. Give them to another school system or to a related agency;
3. Give them to students or personnel;
4. Give them to an agency which collects paper;
5. Destroy them by recycling, shredding, or burning;

6. Public auction, publicly advertised and held;
7. Sale under sealed bids, publicly advertised, opened and recorded;
8. Sale by Internet auction;
9. Negotiated contract for sale, at arm's length; but only in those instances in which availability of the property is recurring or repetitive in character.

Legal References:

T.C.A. 49-6-2006
T.C.A. 49-6-2007
T.C.A. 49-6-2208
T.C.A. 12-2-403(a)(1)-(4)

SURPLUS PROPERTY

This is to certify that the attached list of surplus property has no value or has a value of less than \$250 and will be disposed of in accordance with TCA 49-6-2007.

School

Principal

Date

Director of Schools

Date

Chair of Board

Date

