

Maury County Board of Education

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| Monitoring: Review: Annually, in January | Descriptor Term: Surplus Property Sales | Descriptor Code: 2.403 | Issued Date: 01/18/22 |
| | | Rescinds: 2.403 | Issued: 03/02/21 |

- 1 The superintendent of schools or department heads are responsible for furnishing to the purchasing
2 agent/asset department, a listing of all surplus assets. This listing must contain a complete
3 description, general condition, quantity and should include any county information attached thereto
4 (i.e. county identification tags). A listing of surplus items shall be maintained in the office of the
5 purchasing agent/asset department until that property is disposed of. The purchasing agent/asset
6 department is responsible for coordinating the sale, or transfer between departments, of all such
7 listed surplus items.
- 8 The purchasing agent/asset department shall prepare a list of unusable items for Board approval
9 to declare those items surplus and ready for disposal. The list shall contain the following information:
10 name of item, description of item and reason for disposal.
- 11 All unusable items shall be sold at public auction; by sealed bid or by web auction to the highest bidder
12 after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.
- 13 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
14 disposed of without the necessity of bids. In order for such disposal without bids, the principal of the
15 school with the surplus property, the superintendent of schools, and the Chairman of the Board of
16 Education must all agree in written form that the property is of no value or is of less value than five
17 hundred dollars (\$500).
- 18 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the
19 Board shall approve other methods of disposal.¹
- 20 In counties that have adopted the County Financial Management System of 1981, it is the duty of the
21 county purchasing agent under T.C.A. 5-21-118(b) to conduct public sales of school real and personal
22 property when the board of education declares the property surplus and determines that the property
23 should be sold. The purchasing agent should conduct such sales of personal property in accordance
24 with T.C.A. 49-6-2007, and public sales of real property according to the direction of the board of
25 education.
- 26 Sample Steps:
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 - 28 1. The school board declares the property surplus and decides whether to sell the property at
29 public auction or sealed bid, or whether to transfer the property to another government entity
30 as authorized in T.C.A. 49-6-2006.
 - 31 2. If the school board decides to hold a public auction or public sale, the purchasing agent
32 advertises a public sale in the newspaper at least ten (10) days prior to the sale. T.C.A. 49-
33 6-2007(b).
 - 34 3. The purchasing agent holds the sale as advertised and sells the items on behalf of the school

1 board.

2 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS²**

3 When equipment that was purchased with federal dollars is no longer needed for the original project or
4 program or for other activities currently or previously supported by a federal agency, disposition of the
5 equipment shall be made as follows:

6 (1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained,
7 sold or otherwise disposed of with no further obligation to the awarding agency.

8 (2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or
9 sold and the awarding agency shall have a right to an amount calculated by multiplying the current
10 market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. TCA 49-6-2006; TCA 49-6-2007; TCA 49-6-2208;
TCA 12-2-403(a)(1)-(4); TCA 5-21-118(b)
2. EDGAR Title 34, Part 80.32(e)(1)-(2)

Cross References

Inventories 2.702