

# LODI UNIFIED SCHOOL DISTRICT

## Policy 3270

### Business and Non-Instructional Operations

#### Sale and Disposal Of Books, Equipment and Supplies

When any district-owned instructional materials, equipment, supplies, or other personal property becomes unusable, obsolete, or no longer needed, the Superintendent or designee shall notify the Board of Education, provide an estimated value, and recommend whether the items be sold or disposed of by one of the methods prescribed in law and administrative regulation. Upon approval by the Board, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas
2. Are not aligned with the district's academic standards or course of study
3. Contain information rendered inaccurate or incomplete by new research or technologies
4. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy
5. Have been inspected and are damaged beyond use or repair

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

Legal References:

#### Education Code

- 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

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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 sub-grant

Management Resources:

California Department of Education Publications

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2000

Web Sites

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

Policy

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