

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES; SALE,  
LICENSING AND RENTAL OF PROPERTY**

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the school District. The Board shall direct the Superintendent to review periodically all District property and shall authorize the disposition by sale, licensing, rental or donation of any property not required for school purposes.

Real estate property shall be leased or disposed of by sale or otherwise, in accordance with law and Board resolution.

Property, the value of which does not exceed the legal limit in any one sale, and property which consists of livestock or is perishable, shall be disposed of by the Business Administrator/Board Secretary in such a manner as will be in the public interest and benefit the School District.

Property, the value of which exceeds the legal limit in any one sale and is neither livestock nor perishable nor is to be sold to the United States, the State of New Jersey or to any body politic in the State, shall be sold at public sale to the highest bidder in accordance with law.

All bids may be rejected if it is determined by the Board that doing so would be in the public's interest. Where the Board has rejected all bids, the property may be re-advertised for subsequent public sale. If at the second sale all bids are again rejected, the personal property may be sold without additional public notice. In no event shall the negotiated price at a private sale be less than the highest price of any bid that was rejected at the preceding two public sales and in no event may the terms or conditions of sale be changed or amended.

Any District property designated for donation or unsold after such offer may be offered without cost to charitable or nonprofit organizations having a use for such property.

The Business Administrator/Board Secretary shall develop procedures for the disposition of District property that ensure that all sales are in compliance with law and that include:

- A. The review of the continued usefulness of all property periodically;
- B. Recommendation for Board designation of property for sale, donation or discard; and
- C. Rules for disposition of property which ensure that all sales and donations are conducted in a fair and open manner consistent with the public interest.

Supplies and equipment for specific programs, purchased with funds granted by the State and Federal government, shall be disposed of in strict accordance with applicable law and regulations.

**Legal References:** N.J.S.A. 18A:7F-7(e) Appropriation by school District of undesignated fund balance; amounts allowable  
N.J.S.A. 18A:18A-45 Manner and method of sale (personal property)  
N.J.S.A. 18A:20-2 Purchase and sale of property in general  
N.J.S.A. 18A:20-5 Disposition of property and title of purchaser  
N.J.S.A. 18A:20-6 Sale at public sale; exceptions

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES; SALE, LICENSING AND RENTAL OF PROPERTY (continued)****Legal References: (continued)**

<u>N.J.S.A.</u>	18A:20-7	Sale at fixed minimum prices; rejection of bids
<u>N.J.S.A.</u>	18A:20-8.1	Transfer of land for vocational school purposes; resolution; procedure
<u>N.J.S.A.</u>	18A:20-8.2	Lease of land, or part or all of school building not necessary for school purpose; resolution; procedure
<u>N.J.S.A.</u>	18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
<u>N.J.S.A.</u>	18A:20-9.1	Conveyance of certain sewer lines to a municipality
<u>N.J.S.A.</u>	18A:20-9.2	Sale of school property to nonprofit schools for the handicapped
<u>N.J.S.A.</u>	54:4-3.6	Exemption of property of nonprofit organizations
<u>N.J.A.C.</u>	6A:26-7.4	Approval for the disposal of land

<b><u>Cross References:</u></b>	*3220/3230	State funds; federal funds
	*3280	Gifts, grants and bequests
	*3440	Inventories
	*6171.3	At-risk and Title 1
	*7110	Long-range facilities planning

\*Indicates policy is included in the Critical Policy Reference Manual.

**Key Words**

Sale of Property, Licensing, Rental, Donation to Private Organizations, Disposal of Property

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