



# Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 3270  
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## Business & Non-Instructional Operations

### Sales and Disposal of Books, Equipment and Supplies (Personal Property)

It shall be the policy of the district to obtain the best possible economic return on obsolete, surplus, and scrap material for the district.

The district purchasing manager, under the direction of the Assistant Superintendent - Business/Operations, shall arrange, coordinate, and conduct the disposal of all obsolete, excess, and waste material of the district in accordance with provisions of the Education Code Sections 39520 - 39529.

Replaced equipment shall be disposed of either by trade-in or by sale, unless it is clearly of greater advantage to salvage it for parts or use it for instructional purposes.

Excess, obsolete, and scrap material, the value of which is less than \$2,500 as evidenced by trade-in offers or comparable prices of vendors of such material, may be sold by sale without advertising to the highest bidder when it is advantageous to the district. Three or more bids shall be obtained wherever possible.

Surplus and obsolete property of the district may not be purchased by any Board member, administrator, or any employee who is in a position to directly or indirectly influence the declaration of the item as excess or in its sale.

(cf. 6161.3 - Disposal of Obsolete Instructional Materials)

### Legal Reference:

#### EDUCATION CODE

39510-39512 Sale or lease of personal property by one district to another (or certain other agencies)

39520-39529 Sale of personal property

60420 Disposal of old textbooks

60500 Determination of obsolescence

60510-60513 Donation or sale

60520-60521 Disposition of sale proceeds

60530 (Methods of) destruction

#### GOVERNMENT CODE

25505 Purchasing agent may sell, etc., district personal property

Policy

adopted: 1/13/87