

Income**DISPOSAL OF TANGIBLE PERSONAL PROPERTY**

Pursuant to §274.05 and §274.06 Florida Statutes, the Board is authorized to acquire and dispose of tangible personal property. For purposes of this rule, tangible personal property means fixtures and other tangible personal property of a non consumable nature, the value of which is \$1,000 or more, and the normal expected life of which is one year or more. The Board has the authority to declare tangible personal property as surplus if it is obsolete, if continued use is uneconomical or inefficient, or if it serves no useful function.

**I. Value**

For purpose of this rule, the value of any tangible personal property shall be construed to mean the amount recorded on the personal property records of the District, and the appropriate priorities for disposition shall apply.

**II. Disposition of Surplus Property Valued Between \$1,000 and \$5,000**

The Board may, in the reasonable exercise of its discretion, include any property valued between \$1,000 and \$5,000 in a bid or auction, or offer such property, which is not otherwise disposed of by auction or bid, to governmental units or private nonprofit agencies as defined in §273.01(3) Florida Statutes, in the District by direct sale.

If no governmental agency nor nonprofit organization within the District shall offer an acceptable price within a reasonable time, the property shall be offered to other governmental agencies or private nonprofit organizations for sale or donation.

Such offers shall disclose the value and condition of the property. In the case of offers for sale, the best bid shall be accepted by the Board. The cost of transferring the property shall be paid by the governmental agency offering a successful bid or the private nonprofit agency purchasing or receiving the property.

The Board may determine that property, not otherwise lawfully disposed of, may be disposed of for value to any person, or may be disposed of for value without bids to the state, to any governmental unit, or to any political subdivision as defined in §1.01 Florida Statutes, or if the property is without commercial value it may be donated, destroyed, or abandoned.

**III. Disposition of Surplus Property With a Value of \$5,000 or More**

Tangible personal property with an estimated value of \$5,000 or more shall be sold only to the highest responsible bidder, or by public auction, after publication of notice for not less than one week nor more than two weeks, in a newspaper having general circulation in the county.

**IV. Disposition of Surplus Property Valued Under \$1,000**

Surplus property, the value of which the Board estimates to be under \$1,000, may be disposed of by sale or donation to any person, governmental agency, or nonprofit organization by appropriate procedures handled through Stores and Mail Distribution.

**V. Record of Disposal**

The disposal of property with a value of \$1,000 or more, or any property included in a bid, auction, or donation, shall be approved by and recorded in the minutes of the Board.

Personal property that is obsolete, uneconomical, inefficient or that serves no useful function, shall be disposed of in the following manner and according to the following instructions, and the Superintendent of Schools is instructed to proceed accordingly:

- A. An appropriate outgoing equipment form is to be used to record any request for disposition of a described item of property and to record the consequent review and approval by two persons. A supply of said forms shall be distributed by Procurement Management Services to schools and other centers.
- B. Each request for disposition shall be submitted for review and approval of two persons:
  1. A person entirely familiar with the specified type of equipment and who is qualified to appraise its condition, its further usefulness, and the best method of disposition; and
  2. The location administrator into whose custody the property has been assigned.
- C. All items approved by these two persons and found by them to be of a value of less than \$1,000 for disposal as junk or salvage shall be assigned to Stores and Mail Distribution warehouses which will be the sole processor of disposal.
- D. Items which are to be sold for salvage value or scrap shall be processed in accordance with Board policy.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

Law Implemented, Interpreted, or Made Specific: Chapter 274; 1013.28 F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

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