

# Hardin County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Personal Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>09/10/10</b>
		Rescinds: <b>2.403</b>	Issued: <b>06/08/09</b>

## *Disposition of Equipment*

Equipment may be disposed of, if all of the following criteria are met:<sup>1</sup>

1. Equipment is no longer needed in the current program.
2. Equipment is not needed in other programs currently or previously funded by a federal agency.
3. Equipment is not needed by the school system in any other area.

If the Hardin County School System disposes of equipment with a fair market value of less than \$5,000.00, the proceeds must be used to support the program for which the equipment was purchased.

The Hardin County School System will use the following procedures for disposition of property:

For equipment worth <\$5,000.00:

1. A list of equipment for disposition must be sent to the director of schools by (date).
2. The disposition list must contain the following information:
  - a) School system inventory tag
  - b) Serial number
  - c) Condition of property
  - d) Current fair market value
  - e) Program from which the equipment was purchased
  - f) Reason for disposal

For equipment worth >\$5,000.00:

1. A list of equipment for disposition must be sent to the director of schools by (date).
2. The disposition list must contain the following information:
  - a) School system inventory tag
  - b) Serial number
  - c) Condition of property
  - d) Current fair market value
  - e) Program from which the equipment was purchased
  - f) Reason for disposal

**Surplus Equipment** - Once equipment is determined to be surplus, Notice of Equipment Available for Sale will be published in the local newspaper for two consecutive weeks. Bids will be awarded to the highest bidder.

### Legal References:

1. TCA 49-6-2006; TCA 49-6-2007; TCA 49-6-2208; TCA 12-2-403(a)(1)-(4)  
Education Department General Administration  
Regulations (EDGAR) 43 Subtitle A Part 80.32  
34 CFR 80.3-52

### Cross References:

Inventories 2.702