

SUPERINTENDENT'S REGULATION 3-3.11 DISPOSAL OF SURPLUS PROPERTY

The following procedures shall be used in declaring Poquoson City School Board personal property surplus and disposing of same:

1. Any item or group of items of personal property of the School Board which are declared surplus by the department head or principal to which items are assigned shall be sold by the division superintendent or his/her designee.
2. Any item of personal property classified as automotive, heavy equipment or heavy machinery must be declared surplus by the division superintendent or his/her designee.
3. Sales shall be conducted whenever feasible by competitive bids.
4. Sales shall be made subject to the following:
 - a. An item or group of items having a fair market value of five thousand dollars (\$5000) or more shall be advertised at least once in a newspaper having general circulation within the City of Poquoson at least ten (10) days prior to sale. Sale shall be to the highest bidder by sealed bids opened publicly, or at public auction, as advertised.
 - b. An item or group of items having a fair market value of less than \$5,000 shall be sold by the division superintendent or his/her designee through competitive pricing wherever practical.

The division superintendent or his designee may withdraw the offer of sale on any personal property at such time as in his opinion is in the best interest of the School Board.