

SUBJECT: DISPOSAL OF BOCES PROPERTY

Equipment

BOCES equipment that is obsolete, surplus, or unusable by BOCES shall be disposed of in such a manner that is advantageous to BOCES, with the approval of the Board.

The District Superintendent or his/her designee will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice.

If it is determined that reasonable attempts to dispose of the equipment have been made and such attempts have not produced an adequate return, the District Superintendent or his/her designee may dispose of the equipment in any manner which he/she deems appropriate. Such disposition will be reported to the Board in a timely fashion.

Textbooks

Textbooks and/or supplies may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.

If no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:

- a) Sale of textbooks;
- b) Donation to charitable organizations; or
- c) Disposal as trash.

General Municipal Law Sections 51 and 800 et seq.

NOTE: Refer also to [Policy #4320 -- BOCES Personal Property Accountability](#).