

REGION TWO PROPERTY DISPOSITION

The Director is authorized to determine, through procedures he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to Region Two and to declare it surplus.

The Cooperative Board is to be informed of any property declared surplus by the Director prior to its disposal. Procedures for disposal of all surplus personal property shall be in accordance with the following:

- A. The sale of Region Two buildings, equipment or other capital assets shall be approved by the State Board as provided in Title 20-A MRSA Section 8467.
- B. Other school superintendents in the Region are to be informed in writing, of property declared surplus and are to have first option to purchase. The charges for school purchases shall be determined by the Director after consultation with the Cooperative Board.
- C. Surplus property is to be disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of any school unit, then to others.
- D. Surplus property, including books, to be offered for sale shall be disposed of by sealed bid, public auction or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale or opening of sealed bids.
- E. Any surplus property which is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the Director, including donation to non-profit agencies.
- F. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Director deems appropriate after so informing the Cooperative Board, with recycling as a priority where feasible.
- G. Any Region Two identification that has been applied to the surplus property shall be removed or, if not possible to remove, be further identified to indicate the intended disposition and surplus nature (i.e., "SOLD BY", "SURPLUS").

All revenues which result from the sale of surplus property shall be credited as miscellaneous income, or in the case of program equipment, the equipment will be credited to a reserve equipment account for that program, except in any instance where the law requires that it be credited to a specific account.

Legal Reference: Title 20-A MRSA § 7

First Reading: NOVEMBER 24, 2015

Second Reading: JANUARY 19, 2016