

**PATTONVILLE SCHOOL DISTRICT**

**EPS Code: DN**

**District Code: New**

### **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

When there is any school property that is no longer required for the use of the District, the Board, by an affirmative vote of a majority of the whole Board, may authorize and direct the sale of the property. If any District-owned real estate (real property) is no longer needed for public school purposes, the Board will dispose of it in the manner prescribed by state law and detailed in Board regulations.

The direct sale of non-real property, which is no longer needed for public school purposes, will be sold through a public bid process. The public bid process may be conducted on district premises, or through an internet based public auction. The Superintendent or his/her designee will determine which type of bid process to use, and will award all sales to the highest bidder.

If the final bid for such property or real estate is one submitted by an employee of the school system, that fact will be brought to the attention of the Board by the superintendent. Before confirming such sale, or any sale, the Board may obtain a second appraisal of the market value of the property, and on the basis of this second appraisal, make its determination.

Non-real property with a replacement cost of \$100 or less which are broken and have a high repair cost may be condemned by the Superintendent or his/her designee. Such property would then be destroyed and discarded without Board action. In addition, principals and administrators have the authority to destroy and dispose of property with a replacement cost of \$50 or less, without prior approval from the Superintendent or his/her designee. A list of all items destroyed or discarded will be maintained in the Purchasing Office.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the District, the superintendent is authorized to dispose of them in some other way.

Adopted: June 30, 1981  
Revised: June 27, 2000  
Revised: February 8, 2005

Legal Refs.: §177.091, RSMo. 1999