

BUSINESS AND GENERAL SUPPORT SERVICES**SUBJECT: Sale and Disposal of Books, Equipment and Supplies**

When Riverside County Office of Education-owned instructional materials, equipment and supplies become unusable, obsolete, or no longer needed, the County Superintendent or designee shall identify these items, together with their estimated value, and prepare them to be sold or disposed of by one of the methods prescribed in law and administrative regulations.

(cf. 0440 – County Office of Education Technology Plan)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

Instructional materials may be considered obsolete or unusable when they:

1. Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
2. Are not aligned with the district's academic standards or course of study
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
3. Contain information rendered inaccurate or incomplete by new discoveries or technologies
4. Contain demeaning, stereotyping or patronizing to any group of persons protected against discrimination by law or Board policy
5. Have been inspected and discovered to be damaged beyond use or repair

The County Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

(cf. 3440 – Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal

42291.5 Temporary school bus designation

42303 School bus sale to another district

60500-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

3944 Consolidated categorical programs, district title to equipment

3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32 Equipment acquired under a grant or subgrant

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual