

# Hamilton County Board of Education

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|---|--|---------------------------|--------------------------|
| Monitoring:<br>Review: Annually<br>in January | Descriptor Term:<br><br><b>Personal Property Sales</b> | Descriptor Code:<br>2.403 | Issued Date:<br>07/12/12 |
|   |  | Rescinded:                | Revised:<br>02/16/23     |

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## General

When equipment, books, materials, and other personal property no longer have an intended use by the system or are no longer capable of being used because of condition, the Board shall declare them surplus property and authorize their disposal.<sup>1</sup>

All items which have a value above \$500.00 shall be sold, within ninety (90) days of being declared surplus, to the highest bidder after advertising in a local newspaper at least seven (7) days prior to the sale. Sales may also be conducted through online auctions as allowed by state law.

Surplus property which has no value or has a value of less than \$500.00 may be disposed of without the necessity of bids. In order for such disposal without bids, the principal of the school and/or the appropriate director with the surplus personal property, the director of schools and the Board Chair must all agree in written form that the property is of no value or is less than \$500.00 in value.

Other schools shall have priority in sale or transfer of surplus property.

The Board may also transfer surplus real or personal property to the county or to any municipality within the county for public use without the requirement of competitive bidding or sale.

If reasonable attempts to dispose of the surplus property fails to produce a monetary return to the system, the staff shall dispose of it in one of the following manners:

1. Remove salvageable parts.
2. Take material to the county dump.
3. Document description and disposal date.

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### Legal References:

1. TCA 49-6-2006; TCA 49-6-2007; TCA 49-6-2208;  
TCA 12-2-403(a)(1)-(4)

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### Cross References: