

## **SALE OF SURPLUS EQUIPMENT AND SUPPLIES**

Merchandise and equipment no longer usable for the purpose for which it was acquired or built shall be declared surplus by the Superintendent upon notification by the department to which the merchandise or equipment has been assigned. The equipment and appliances will then be inspected to determine if they are usable or should be declared surplus. If the items are declared surplus, the Livingston Parish School Board shall then call for sealed bids and/or public auction for the sale of such merchandise or equipment. A minimum fair value price shall be established for each item and the bid price shall start at that point for items considered worthy. Said bids shall be opened publicly and disposed of in a prudent, businesslike manner. The School Board shall reserve the right to accept or reject any and all bids.

Items declared surplus or unfit for further use by the School Board shall be stored at the school/department where assigned until the merchandise or equipment is properly sold or other plans for disposition are approved by the Superintendent.

The sale of surplus merchandise or equipment shall be final, on the "as is" or "where is" basis and shall carry no warranties whatsoever. If not sold, these items shall be sold as junk, or if no salvage value can be realized, destroyed in the most economical manner possible.

The proceeds of sales of surplus equipment belonging to the Livingston Parish School Board shall be deposited into the School Board's general fund.

## **DISPOSAL OF FIXED ASSETS PURCHASED WITH FEDERAL FUNDS**

If allowed by the federal grant awarded to the School Board, funds received may be used to purchase equipment and other general fixed assets. When it has been determined by the Superintendent or his/her designee that such equipment or other purchased assets are no longer needed after the conclusion of the federal grant awarded, the School Board may dispose of the assets.

## **COMPUTING DEVICES**

When the School Board determines that an individual computing device used by a student or students has reached the end of its typical life cycle, is no longer needed for school purposes, and will be removed from classroom use, and that the best interest of the public school system would be served by the private sale of such device due to the cost of auctioning the device or recycling it or due to other factors, the School Board may sell the device to a student enrolled in a school in the school system or to the parent, tutor, or legal guardian of such a student.

The sale price for the device shall be reasonably equivalent to the value of the device, taking into consideration its typical life cycle, current condition, and costs of other methods of alienation or disposal.

All such sales shall be in accordance with School Board policies, and sale prices shall be approved by appropriate school system administrative personnel prior to sale. Such sales shall apply only to individual computing devices used for classwork by students and shall not apply to other computer equipment or related equipment such as routers, switches, or servers.

New policy: February 7, 2013

Revised: January 4, 2018

Ref: La. Rev. Stat. Ann. ' ' 17:87.6, 49:125; Board minutes, 2-7-13, 1-4-18.