

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: Unusable Items for Disposal	AD Number: 2.403.1	Adopted: December 2023
Policy References: Board Policy 2.403 – Surplus Property Sales	Revised:	

1 All school district property is considered governmental property, regardless of cost or condition.
 2 In the event that property is considered “unusable” by the school principal or department
 3 supervisor, this procedure shall apply. Property cannot be disposed of by any other method, such
 4 as recycling, selling, or given away, unless approved first by the Board pursuant to Board Policy
 5 2.403. School District property in the form of instructional materials, furniture, equipment, and
 6 supplies may be disposed of when declared surplus or obsolete on any one of the following criteria:
 7 1. The material in question exists in quantities exceeding the possibility of effective use by
 8 the district;
 9 2. The material is unsound, faulty, unsafe, out-of-date, inaccurate, or in an unusable
 10 condition; or
 11 3. The material is occupying space that could otherwise be used for educational programs and
 12 the material is not in current demand or is not anticipated to be in demand in the foreseeable
 13 future.

14 If a school principal or supervisor is seeking to surplus unusable property, they must complete a
 15 list of unusable items for Board approval. All unusable items will be sold, within ninety (90)
 16 calendar days of being declared surplus, to the highest bidder after advertising in a newspaper of
 17 general circulation and online at least seven (7) days prior to the sale and/or can be placed on an
 18 internet auction website used by the school district, the local government, or the State of
 19 Tennessee. Surplus property which has no value or has a value of less than five hundred dollars
 20 (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids,
 21 the principal of the school with the surplus property, the Director of Schools and the Board Chair
 22 must all agree in writing that the property is of no value or is of less value than five hundred dollars
 23 (\$500). Data from computer storage devices must be removed and eliminated prior to disposal.
 24 Any media including hard drive, CD or other electronic media will be destroyed or erased prior to
 25 disposal.

26 If the materials were originally purchased with federal grant money, their disposal must follow the
 27 procedures that were mandated by the federal grant or by 2 CFR 200.313 and Board Policy 2.403.

Legal References
 TCA 49-6-2006
 TCA 12-2-403
 2 CFR 200.313