MURFREESBORO CITY SCHOOLS ADMINISTRATIVE DIRECTIVES

Descriptor Term:	Descriptor No:	Effective Date:		
Surplus Property	AD FM6	3/99		
	Revised:			
	8/13; 2/14; 6/14; 7/19			

T.C.A. §49-6-2007 provides that surplus property in local school systems should be sold instead of being destroyed. All surplus property should be sold to the highest bidder after newspaper advertisement and/or can be placed on an internet auction website.

Surplus property that has no value or has a value less than five hundred dollars (\$500) may be disposed of without bidding. The principal/supervisor, the Director of Schools, and the Board Chair must agree in written form that the property has no value or is of value less than five hundred dollars (\$500). The "Surplus Property Disposal Form" must be completed and be filed with the Assistant Superintendent for Administrative and Support Services.

Related Board Policy - 2.403

Attachment: Surplus Property Disposal Form

SURPLUS PROPERTY DISPOSAL FORM (SPDF)

Based on Tenn. Code Ann. § 49-6-2007(d)

- (1) Surplus property in local school systems which has no value or has a value less than five hundred dollars (\$500), may be disposed of without the necessity of bids as required by this section.
- (2) In order for such disposal without bids, the principal of the school with the surplus personal property, the superintendent of the local school system, and the chairman of the local board of education, all must agree in written form that the property is of no value or is of a value less than five hundred dollars (\$500).

COMPLETE <u>ALL</u> INFORMATION. A PHOTOGRAPH OF THE ITEMS LISTED BELOW MUST BE ATTACHED. SUBMIT SIGNED ORIGINALS WITH PHOTO TO INVENTORY CONTROL. YOUR SCHOOL OR FACILITY WILL BE CONTACTED CONCERNING DISPOSAL METHOD.

EQUIPMENT	TAG#	MFG. BY	MODEL#	SERIAL#	VALUE	
the items listed ab	oove.	nn. § 49-6-2007(d)(-	•	
Supervisor Date						
Date Director of Schools						
Board Chairman				_ Date		
Board Chairman						
For inventory control use: copy to central office receiving/; copy to principal or supervisor/; copy to inventory control/; copy to vendor/ Notes on Disposal Method:						
Signature: Date:						

Attachment to AD FM6