

Bartlett City Board of Education		2014
Descriptor Term: PERSONAL PROPERTY SALES	Descriptor Code: Fiscal Management	Issue Date: 11/19/2015
	Rescinds:	Revised: 06-27-2024

1 When equipment, books, materials, and other personal property no longer have an intended use
2 by the district or are no longer capable of being used because of condition, the Board shall declare
3 them surplus property and authorize their disposal.¹ The Superintendent shall prepare a list of
4 unusable items which shall contain the following information: name of item, date of purchase, and
5 reason for disposal.

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500.00)
7 may be disposed of without the necessity of bids. In order for such disposal without bids, the
8 principal of the school or the appropriate director with the surplus personal property, the
9 Superintendent, and the Board Chairman shall agree in writing that the property is worth less than
10 five hundred dollars (\$500.00) in value.²

11 All items which have a value above five hundred dollars (\$500.00) shall be sold to the highest
12 bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the
13 sale. Notice shall also be published on a news and information website in accordance with state
14 law.³

15 If reasonable attempts to dispose of surplus property fail to produce monetary return to the district,
16 the Superintendent or his/her designee shall authorize disposal in one of the following manners:

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

20 Other city agencies shall be made aware of surplus property to determine if they have a need for
21 items deemed surplus by the Board.⁴

22 Disposition of Equipment Purchased with Federal Dollars⁵

23 When equipment that was purchased with federal dollars is no longer needed for the original
24 project or program or for other activities currently or previously supported by a federal agency,
25 disposition of the equipment shall be made as follows:

¹ T.C.A. §49-6-2006(b)(3); T.C.A. §49-6-2007(a); T.C.A. §49-6-2208; T.C.A. §12-2-403(a)

² T.C.A. §49-6-2007(d)

³ T.C.A. §1-3-120(f)

⁴ T.C.A. §49-6-2007(a)

⁵ EDGAR Title 34, Part 80.32(e); 2 CFR § 200.313(e)

- 1 1. Items with a current per-unit fair market value of \$5,000 or less may be retained, sold, or
2 otherwise disposed of with no further obligation to the awarding agency; or
- 3 2. Items with a current per-unit fair market value in excess of \$5,000 may be retained or sold,
4 and the awarding agency shall have a right to an amount calculated by multiplying the
5 current market value or proceeds from sale by the awarding agency's share of the
6 equipment.