



**DISTRICT PRACTICE 2400**  
**ACQUISITION AND DISPOSAL OF**  
**PROPERTY**

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**DISTRICT PRACTICE:**

1. Authority to dispose of surplus assets is delegated to the employee who has been assigned authority to make purchasing decisions of such assets.
2. The proceeds from the sale of such assets shall be applied to the budget from which similar purchases would be made.
3. Before an asset is sold to the public, it should be offered for sale to other schools or School District departments, then to Parents' Advisory Councils.
4. The disposal of assets valued at less than \$1,000.00 should be advertised in the school's newsletter or, when appropriate, in the local newspaper.
5. The disposal of all surplus assets which are valued at more than \$1,000.00 requires the authorization of the Secretary Treasurer who will establish the process for disposal, which shall be consistent with the intent of this policy, district practice and the *School Act*.