

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (PERSONAL PROPERTY)**

Title to all property purchased by the County Superintendent from the County School Service Fund is in the Office of the County Superintendent. (Education Code 1605)

All items declared surplus valued at over five hundred dollars (\$500) shall be by approval of the County Board of Education.

The County Superintendent of Schools recognizes that the County Office of Education may own personal property which is unusable, obsolete or no longer needed. The County Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with County Office of Education policy and the requirements of state law.

*Legal Reference:*

EDUCATION CODE

*1605 Title to, and jurisdiction over fund and property*

*39510-39512 Sale or lease of personal property by one district to another (or certain other agencies)*

*39520-39529 Sale of personal property*

*60413 Sale to pupils; disposition of proceeds*

*60420 Disposal of old textbooks*

*60500 Determination of obsolescence*

*60510-60513 Donation or sale*

*60520-60521 Disposition of sale proceeds*

*60530 (Methods of) destruction*

GOVERNMENT CODE

*25505 District property; disposition; proceeds*