

# KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

## Disposition of Surplus Property/Career and Technical Schools

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**13.01 Inventory.** All personal property acquired by any means that is in the custody of career and technical schools shall be included as inventory.

**13.02 Property Acquired with School and/or County Funds.** All personal property acquired by school and/or county funds which is no longer suitable for school use shall be transferred to the Office of Purchasing and Supply Management for disposition.

**13.03 Unrestricted Donations of Personal Property.** Any personal property acquired by a career and technical school through donations, which has no restrictions with respect to use or disposition, may be declared surplus by the assistant superintendent for Vocational Education. Notice of such declaration shall be provided to the Office of Purchasing and Supply Management for the use of the subject property by another school or facility, the property may be disposed of as provided in Section 13.05 or Section 13.06.

**13.04 Sale by Sealed Bid.** Following and pursuant to notice published in the *Charleston Gazette* and *Charleston Daily Mail* surplus property as described in Section 13.03 may be sold by sealed bid to the highest bidder. Any proceeds of such sales shall be placed in the general school fund of the career and technical school.

**13.05 Sale through Purchasing and Supply Management.** Surplus property described in Section 13.03 may be disposed of through the procedures for the disposition of surplus property employed by the Office of Purchasing and Supply Management. Any proceeds of such sales shall be placed in the general school fund of the career and technical school.

**13.06 Student Prizes.** Surplus property described in Section 13.03 may be used as prizes in school sponsored contests or as incentives awarded to students as part of a school or student organization project. Only students of a career and technical school shall be eligible for such prizes. Awards must be made according to clearly established guidelines.