

**KANAWHA COUNTY BOARD OF EDUCATION POLICY**  
**Series: D06 - Property Management - Personal Property**

The Purchasing Department shall establish systematic procedures for the acquisition and disposal of Personal Property.

No personal property shall be disposed of until permission has been received from the Purchasing Department. The Executive Director of Purchasing and Supply Management shall determine whether the personal property involved has salable value and, if such shall be the case, the Executive Director shall arrange for its sale. If the personal property does not have salable value, the proper disposal of such items shall be in the most economical fashion in accordance with all State and Federal regulations. In all instances, records of the disposal shall be maintained.

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