

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS**802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL****I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

III. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

Manner of Disposition

- A. Authorization
The superintendent or designee shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. The superintendent or designee shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.
- B. Contracts
Contracts required for disposition shall follow procurement protocols outlined in Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources.
- C. Electronic Sale of Surplus Supplies, Materials, and Equipment
Notwithstanding the other procedural requirements of this policy, the superintendent or designee may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.
- D. Notice of Quotation
Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.
- E. Sales to Employees
Employees of the school district are eligible to purchase equipment subject to the guidelines in this policy.

F. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computers and related equipment by conveying the property and title to:

1. another school district;
2. the state Department of Corrections;
3. the board of trustees of Minnesota State Colleges and Universities;
4. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
5. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

G. Disposing of Surplus Books

Notwithstanding Minnesota Statutes, section 471.345, governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

Legal References: MN Stat. § 13.591 (Business Data)
MN Stat. § 15.054 (Sale or Purchase of State Property: Penalty)
MN Stat. § 123B.29 (Sale at Auction)
MN Stat. § 123B.52 (Contracts)
MN Stat. § 471.345 (Uniform Municipal Contracting Law)
MN Stat. § 471.85 (Property Transfer: Public Corporations)
MN Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin F (School District Contract and Bidding Procedures)
[Policy 721 \(Uniform Grant Guidance Policy\)](#)

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