Hickman County Board of Education

	Descriptor Term: **Surplus Property Sales**	Descriptor Code: **2.403**	Issued Date: **08/05/24**
		Rescinds: **2.403**	Issued: **04/08/24**

The Director of Schools shall prepare a list of unusable items for Board approval.[1] The list shall contain the following information: name of item, date of purchase, and reason for disposal (vehicles will list VIN and mileage).

All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.[2] Notice shall also be published on a news and information website in accordance with state law.[3] The sales will occur via online auction in accordance with state law. [2]

Surplus property which has no value or has a value of less than five hundred dollars ($500) may be disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools and the Board Chair shall agree in written form that the property is of no value or is of less value than five hundred dollars ($500).[4]

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the Board shall approve other methods of disposal.[5]

Surplus equipment will be auctioned off (i.e. Gov.planet) by the district whenever it becomes available. The Board shall approve all surplus equipment prior to disposal. Buses will be stored in a secured location until they are sold.

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS[6]

When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

1. Items of equipment with a current per-unit fair market value of less than ~~$5,000~~ $10,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or

2. Items of equipment with a current per unit fair market value in excess of ~~$5,000~~ $10,000 may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)
3. Public Acts of 2024, Chapter No. 793;Public Acts of 2025, Chapter No. 105
4. TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 200.313(e)

Cross References

Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Hickman County School System

News and Information Website for Legal Notices	2.403.2AP

When a legal notice is required to be published in a newspaper of general circulation, whether by state law or board policy, the notice shall also be published on a news and information website.

To be classified as a news and information website, the following criteria shall apply to the website:

1. Has a URL;
2. Has been published continuously for the previous twelve-month period;
3. Has been published using recognized standards of professional journalism;
4. Must have content revised on a regular basis not less than three (3) times per week;
5. Has a fixed title or name and date lines and complies with and abides by all copyright laws;
6. Does not serve primarily as a platform to promote the interests or opinions of a special interest group, individual, or cause;
7. Is principally devoted to the dissemination of local or general news with at least fifty percent (50%) of all editorial content reported being original, excluding advertisements;
8. Exists and is registered pursuant to state law with the Secretary of State;
9. Must have an office of publication based in the county in which the notice is required to be published;
10. Is available and open to the public where business is transacted during usual business hours;
11. Maintain a telephone number and email listing; and
12. Includes in each updated publication the contact information of the news and information website.

To ensure compliance, the District shall publish any legal notice on the https://hickmancountytimes.come/ website.