

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3611

SALE OF DISTRICT PERSONAL PROPERTY

- I. The sale and disposal of District personal property declared surplus, obsolete, or no longer required by the District will be managed by the Purchasing Department. District personal property includes, but is not limited to, furniture, equipment, books, and electronics.
- II. In order to enable full utilization of district resources, schools and departments will have a final opportunity to review items that have been declared surplus, obsolete, or no longer required by the District before these items are sold to the public. Purchasing Department personnel will facilitate the reuse and redistribution of materials meeting District safety standards to schools having unmet requirements.
- III. Equipment and materials owned by the Clark County School District that have been determined to be surplus, obsolete, or no longer required for District purposes may be sold to the general public, including District employees, via public auction in accordance with Nevada Revised Statutes. All sales of District personal property will be conducted by the Purchasing Department or via a third party contracted by the Purchasing Department. Books declared obsolete by schools may be sold to resellers or other buyers at prices negotiated by the Purchasing Department, with the remaining to be sold by sealed bid or at public auction. District personal property including books that remain after such sales as specified above may be donated to registered non-profit organizations with a Nevada sales tax exemption certificate.
- IV. Electronic waste including, but not limited to, used computers, laptops, notebooks, servers, and televisions must be disposed of via contracted recyclers qualified by the Purchasing Department. Scrap metal and paper may be delivered to local recyclers who offer the highest price to the District.

Legal Reference:	NRS Chapter 332 Purchasing: Local Governments
Review Responsibility:	Operational Services Unit
Adopted:	[3611:2/22/94]
Pol. Gov. Review:	6/28/01, 1/9/20