



## Administrative Procedure

### Chapter 6 – Business and Financial Services

#### AP 6550 – DISPOSAL OF PROPERTY

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##### 1. Sale and Public Auction

The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use. Property cannot be sold until notice has been given to District campuses. Notification should be posted publicly in the district for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation. The auction company shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

If the Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), or that the property is of insufficient value to defray the costs of arranging a sale, the property may be sold by auction company at private sale without advertising. Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by auction company at private sale without advertising.

##### 2. Exchange, Sale, or Donation

- a. The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:
  - 1) The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use;
  - 2) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated; and
  - 3) The receipt of the property by a school district or community college district will not be inconsistent with any applicable districtwide or school site technology plan of the recipient district.
- b. Surplus property may be exchanged with, sold, or donated to a school district, community college district, public college, university, or other public entity. Surplus

property may be disposed of by way of exchange for value or for trade-in value on new equipment when the item(s) to be disposed of are intended to replace an existing piece of equipment.

- 1) District employees may not buy property declared to be surplus to avoid conflict of interest.
- c. The District can sell or lease real property belonging to the San Diego Community College District if both of the following conditions are met:
- 1) The property is sold or leased to another local governmental agency, or to a non-profit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; and
  - 2) The financial proceeds are expended solely for capital outlay purposes relating to a qualified community college facility.

References: Education Code Sections 70902(b)(6), 81360 et seq., 81450 et seq., 81451, and 81455

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Supersedes: AP 6550.1 – 09/22/09; (*Renumbered AP 6550*)