

In the event that a fixed asset or equipment becomes obsolete, unsafe, inoperable, or no longer educationally functional at a school, it may be declared as surplus and sold.

1. Submit a Request to Sell form to the Central Office for Superintendent approval. The form may be printed from the school district website.
2. Create an Invitation to Bid flyer for posting in areas such as but not limited to the board office, each school, and district website. The flyer will need to include the item description, where and when the item may be viewed, deadline for accepting bids, when and where the bids will be opened, amount of time winning bidder will have to pick up item, and the type of payment accepted. The following statement will need to be at the bottom of all postings, "Winston County Board of Education Reserves the Right to Reject Any or All Bids".
3. The Chief Financial Officer or a designee assigned by the Chief Financial Officer must be present during the opening of the bids.
4. Proceeds from the sale of surplus property will be receipted to the Central Office general fund and credited back to the school/work site budget from which the original purchase of the property was made.

If no bids are received, it will be the responsibility of the principal to decide the proper method to dispose of the asset. Regardless of the method of disposal, all proceeds must be routed through the Central Office.