

**SALE OF TECHNOLOGY CENTER SURPLUS PROPERTY**

**Real Property**

When district-owned real estate is no longer needed for school purposes, the board of education may declare the property to be surplus to the needs of the technology center. Following such a declaration surplus real estate may be sold at any time using the following procedure:

1. Prior to requesting bids for a property, the technology center will have the property appraised by at least two (2) disinterested, qualified, independent appraisers chosen by the superintendent. If the superintendent deems it appropriate additional appraisals may be obtained. All appraisals will be confidential until after the property is sold. When the property is sold, all appraisals will be made available for public inspection. Any appraisal must be made within six (6) months of the date on which the property is offered for public bid.
2. The superintendent will prepare a notice to bidders advising that sealed bids for the purchase of a property will be received by the technology center at a time and place designated in the bid notice. The bid notice will require each bidder to state, in his or her bid, the intended use of the property. This use may be a factor in determining the successful bidder.
3. The bid notice will be published at least ten (10) days prior to the bid opening in at least one (1) issue of a newspaper of general circulation in the county in which the property is located. The bid notice may be published in additional newspapers or advertised by additional means at the discretion of the superintendent or by the direction of the Board of Education.
4. The bids will be opened at the time and place specified in the bid notice and the bids will be referred to the board of education for acceptance or rejection. The Board of Education will reserve the right to reject any and all bids or to accept any particular bid.
5. Surplus real estate will not be sold at private sale unless the real estate has first been offered for sale by public sale or public bid and all such bids have been rejected.
6. Surplus real estate will not be sold to any bidder for less than 75% of the appraised value.
7. Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, will contain a reversionary clause that returns the real estate to the district upon cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser.

**Personal Property**

District-owned personal property includes all property owned by the technology center other than real estate (equipment, furniture, etc.). When district-owned personal property is no longer needed, the board may declare the property to be surplus to the needs of the technology center.

Following such a declaration, surplus personal property may be disposed of using the following procedure:

1. The board must declare the property surplus during a regular or special board meeting. The meeting agenda (or an attachment to the agenda) must contain a description of all property to be declared surplus.
2. After the board has declared the property surplus, the superintendent is authorized to use the most economical and beneficial means to dispose of the property. These methods may include sale (public auction, written bids, online services, etc.), trade, salvage/scrap, discard, or any other means the superintendent determines to be appropriate based on the condition of the property and the totality of the circumstances. If property is sold or traded, the technology center must receive reasonable compensation.
3. The superintendent or designee will maintain records regarding disposition of surplus property for five years from disposition of the property.
4. Surplus computers, copiers, and other electronics that store data must be either electronically wiped clean or have the hard drive destroyed so that any sensitive or confidential information (social security numbers, health information, personal identification information, school financial information, licensed software, etc.) cannot be recovered from the equipment.
5. Partner school districts may be given an opportunity to take any needed surplus personal property.
6. School board members (and their second-degree relatives) are prohibited by state law from purchasing property from the district.
7. The following are prohibited from obtaining surplus inventory, either directly or indirectly: superintendent, assistant superintendent(s), campus director(s), assistant campus director(s), director(s) of student services, BIS director(s), fiscal office personnel, as well as spouses and children of any of the above.

Any Canadian Valley Technology Center employee, along with their spouse and children, within the department or program recommending the surplus of inventory will also be prohibited from obtaining related surplus inventory, either directly or indirectly.

Reference: 70 OKLA. STAT. §5-117(11); 60 OKLA. STAT. tit. 16 § 812