
I. PURPOSE

This policy aims to describe the means of disposal of surplus equipment by Athlos Academy of Jefferson Parish.

II. DEFINITIONS

- A. Surplus Equipment and Supplies: Equipment, supplies, and merchandise that is no longer usable for the purpose for which it was acquired or built, as determined by the Lead School Administrator or his/her designee.
- B. Computer Devices: Individual computing devices used for classwork by students. This definition does not apply to other computer equipment or related equipment such as routers, switches, or servers.

III. POLICY

- A. The Governing Board of Athlos Academy of Jefferson Parish grants the Lead School Administrator the authority to manage and dispose of Surplus Equipment and Supplies in the best interests of the school and pursuant to the guidelines set out by this policy.
- B. If the items are declared surplus, the Lead School Administrator shall then call for sealed bids and/or public auction for the sale of such merchandise or equipment.
 - 1. Said bids will be opened publicly and disposed of in a prudent, businesslike manner.
 - 2. The Lead School Administrator shall reserve the right to accept or reject any and all bids.
 - 3. The sale of surplus merchandise or equipment shall be final, on the "as is" or "where is" basis and will carry no warranties whatsoever.
 - 4. If not sold after three (3) sales, these items will be sold as junk, or if no salvage value can be realized, destroyed in the most economical manner possible.
- C. When a computing device has reached the end of its typical life cycle, is no longer needed for school purposes, and will be removed from classroom use, the Lead School Administrator may sell the device to a student enrolled in a school in the school system or to the parent, tutor, or legal guardian of such a student if the cost or administrative burden of auctioning or disposing of the device is too great.
 - 1. The sale price for the device shall be reasonably equivalent to the value of the device, taking into consideration its typical life cycle, current condition, and costs of other methods of disposal.

- D. At no point shall a bid be awarded to a member of the governing board, the Director of School Finance, employees of the school, or any immediate family members thereof. Businesses in which the above have a controlling interest are similarly excluded from bidding on surplus sales of Athlos Academy of Jefferson Parish.

Legal References:

[LA. R.S. 17:87.6](#) (*School property; alienation by school boards*)

[LA. R.S. 49:125](#) (*Sale of surplus movable property at auction*)

[LA. R.S. 42:1113](#) (*Prohibited contractual arrangements; exceptions; reports*)