



FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Book	Board Policy
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Disposal of Property
Code	BP 6550
Status	Active
Legal	Education Code Section 70902 (b)(6). Education Code Section 81360 et seq. Education Code Section 81450 et seq.
Adopted	January 23, 1963
Last Revised	March 9, 2026
Last Reviewed	March 9, 2026

The Chancellor is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

The Board of Trustees may sell any personal property belonging to the District if the property is not required for school purposes, or if it should be disposed of for replacement, or if it is unsatisfactory or unsuitable for school use. The Board shall adhere to Education Code requirements for advertising such property and shall either sell to the highest responsible bidder or reject all bids. The Board may choose to conduct such sales by public auction and may delegate responsibility to a designated employee.

If the Board determines, by unanimous vote of those present, that the property does not exceed \$5,000 in value, or if the property was offered for sale and no qualified bid was received, the Board may empower an employee to sell the property at private sale without advertising.

If the Board determines, by unanimous vote of those present, that the value of the property will not defray the costs of a sale, the property may be donated to an appropriate charitable organization or disposed of in the local dump.

All proceeds from property sales shall be deposited to the general fund of the District unless a petition for compensatory funding is made by the department generating the income.

Adopted 1/23/63
Amended 10/20/71, 1/15/72, 7/25/94, 8/16/99, 6/5/06
Amended and renumbered (formerly BP 3211) 3/9/26