



Administrative Regulation 3270.1 DISPOSAL OF PERSONAL PROPERTY

Responsible Office: Office of Business & Finance

REGULATION

1. All sales or leases of personal property shall be made, as nearly as possible, under the same conditions and limitations that are specified for the purchase of personal property in Chapter 332 of the Nevada Revised Statutes.
2. After personal property has been declared obsolete or excess, it shall be placed in a central location for inspection by those who may be interested in purchasing it. Surplus and obsolete personal property may be sold by sealed bid or at public auction.
3. A notice of sale shall be prepared and posted in five or more conspicuous locations within the school district.
 - a. Places for posting such notice of sale shall include the Reno City Hall, Sparks City Hall, the Reno Branch of the Washoe County Library, the Sparks Branch of the Washoe County Library, Washoe County Court House, Washoe County Administration Building, the Washoe County Finance Center, and the Washoe County School District Administration Building.
4. School District personal property that remains after such sales may be offered to the general public or district employees through negotiated sales.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.
2. This regulation aligns with Board Policy 3270.1, Disposal of Personal Property.
3. This regulation complies with Nevada Revised Statutes (NRS) Chapter 332, Purchasing: Local Governments.

REGULATION HISTORY

Date	Revision	Modification
10-24-1967	1.0	Adopted
12-09-1975	2.0	Revised

2-08-1977	3.0	Revised
6-15-1984	4.0	Revised
5-12-1992	5.0	Revised
11-11-1997	6.0	Revised