



Los Angeles Community Colleges  
Business Services Division

## **Summary of Methods for Disposing of Surplus Personal Property**

- Give public notice, take bids; Board sells to highest bidder [EC 81450(a)].
- Conduct public auction; employee transfers to highest bidder [EC 81450(b)].
- Exchange, sell or donate to another school district or CCD, without public notice [EC 81450.5].
- Sell through county purchasing agent [EC 81451].
- If < \$5,000, employee sells at private sale without advertising [EC 81452(a)].
- If no bids received through EC 81450, employee sells at private sale [EC 81452(b)].
- If Board, by unanimous vote, finds property to be of insufficient value to defray cost of private sale, Board authorizes donation to approved charity or disposal in public dump [(EC 81452(c)].
- If replacing property, require bidders on new items to buy and remove old items from premises and deduct purchase price of old from bid price on new; Board awards to lowest net bidder [EC 81454].
- If replacing "household appliances and equipment" used for instructional purposes, Board authorizes, without advertising or bidding, an exchange for new property at cost not to exceed difference between selling price of new and original cost for old [EC 81455].
- When bidding new construction, reconstruction, repairs, A&I or demolition, require bidders to buy and remove old "materials" from premises and deduct purchase price of old from bid price on new; Board awards to lowest net bidder [EC 81456].
- Employee sells to any student personal property fabricated by such student at cost of materials to district [EC 81457].
- Board authorizes sale to persons enrolled in adult education classes any materials needed by such persons to make articles for those classes at not less than cost [EC 81458].
- Board authorizes employees to sell, give or exchange, for educational use, any published materials prepared by district; license use of copyrights held by district [EC 81459].
- Board authorizes agreement with agricultural cooperative or association to maintain, harvest or sell agricultural products grown on district's land [EC 81460].