Salvageable Materials Policy

The school board acknowledges that state law requires proper procedures for the handling of salvageable materials and hereby implements such procedures.

For purposes of this policy, the term "salvageable materials" shall mean materials, equipment, or other items of tangible personal property owned by the school district which have a current resale value of any amount and which are worn out, unusable or obsolete to the extent that the item is no longer economical or safe for continued use by the school district. The term shall include materials or equipment from school or building construction or renovation projects, which have resale or salvage value, and which have not been contracted for salvage or disposition to private entities.

The Superintendent shall designate a committee to include a school principal of the school site desiring to dispose of salvageable material, at least one department director and the Superintendent or Superintendent’s designee to approve and over see the disposition of materials proposed to be salvaged, provided that the school board shall have final approval. All salvageable materials shall be included in the building or departmental inventory until disposed of in accordance with this policy, at which point it may be dispositioned. The school board shall give notification at least thirty days prior to its action making the deletion from inventory by sending a copy of its official finding and the proposed disposition of the property to the state auditor and the appropriate approval authority designated in Section 13-6-2 NMSA 1978, duly sworn and subscribed under oath by each member of the authority approving the action. A copy of the official finding and proposed disposition of the property sought to be disposed of shall be made a permanent part of the official minutes of the school board and maintained as a public record subject to the Inspection of Public Records Act [14-2-4 NMSA 1978].

If the salvageable materials have a current resale value of more than five thousand dollars ($5,000.00), the materials shall not be disposed of until approved by the School Budget and Finance Analysis Bureau of the Public Education Department (PED), using such forms as may be required by the PED.

Any receipts of cash or other consideration for disposition of salvageable materials shall be forwarded to or directly handled by the school district's business office and accounted for as required by school board policy and state regulation.

Reference: 13-6-1 NMSA 1978

Rio Rancho Public Schools
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