

BUSINESS AND FINANCE

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SECTION 7 – BUSINESS AND FINANCE

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7:1 FISCAL YEAR

The Cabot School District's fiscal year shall begin July 1 and end on the following June 30.

Legal Reference: A.C.A. § 6-20-410

Adopted: April 15, 2003

7:2 ANNUAL OPERATING BUDGET

The Superintendent shall be responsible for the preparation of the annual operating budget for the District. The superintendent shall present the budget to the board for its review, modification and approval.

The budget shall be prepared in the electronic format as prescribed by the State Board of Education and filed with the Arkansas Department of Education no later than September 30 of each year.

The approved budget shall provide for expenditures that are within anticipated revenues and reserves. The District Treasurer shall present monthly reconciliation reports and a statement on the general financial condition of the District monthly to the board.

Line item changes may be made to the budget at any time during the fiscal year upon the approval of the Board. Any changes made shall be in accordance with District policy and state law.

Legal References: A.C.A. § 6-17-914
 A.C.A. § 6-13-701 (c) (3)
 A.C.A. § 6-20-2202

Adopted: April 15, 2003
Last revised: July 19, 2011

7:3 MILLAGE RATE

The Board of Directors of the Cabot School District shall publish one time in some newspaper published in the county in which the district lies, at least sixty (60) days in advance of the annual school election **at which the annual ad valorem property tax for the district is decided by the electors**, the District's proposed budget, together with a millage rate sufficient to provide the funds necessary for the District's operation.

Legal References: A.C.A. § 6-13-622
 Arkansas Constitution: Article 14 Section 3 (c) as amended by
 Amendment 74

Adopted: April 15, 2003
Last Revised: May 21, 2013

7:5(A) PURCHASE OF COMMODITIES (NO LABOR INVOLVED)

Purchases shall be made in accordance with State laws and procurement procedures governing school purchases that are deemed to be in the best interest of the Cabot School District and are the result of fair and open competition between qualified bidders and suppliers.

As used in this policy “commodities” is defined as all supplies, goods, material, equipment, computers, software, machinery, facilities, or personal property purchased for or on behalf of the District.

Open market purchases may be made where the purchase price is less than ten thousand dollars (\$10,000). The solicitation of telephone quotes or written bids is encouraged but not required.

Commodities that have a purchase price of more than ten thousand dollars (\$10,000) must be bought from not less than three quotation bids.

Specifications shall be devised for all commodities to be bid that are specific enough to ensure uniformity of the bid and yet not so restrictive that it would prevent competitive bidding. The Board of Directors of the Cabot School District reserves the right to reject all bids and to purchase the commodity by negotiating a contract. In such an instance, each responsible bidder who submitted a bid shall be notified and given a reasonable opportunity to negotiate.

The following commodities may be purchased without soliciting bids:

- (1) Commodities in instances of an unforeseen and unavoidable emergency;
- (2) Commodities available only from the federal government;
- (3) Utility services;
- (4) Used equipment and machinery, except used buses; and
- (5) Commodities available only from a single source.

Legal References: A.C.A. § 6-21-301,303,304,305
A.C.A. § 6-24-101et seq.

Adopted: April 15, 2003
Last Revised:

7:5(B) PURCHASE OF COMMODITIES (LABOR INVOLVED)

Purchases shall be made in accordance with State laws and procurement procedures governing school purchases that are deemed to be in the best interest of the Cabot School District and are the result of fair and open competition between qualified bidders and suppliers.

As used in this policy “commodities” is defined as all supplies, goods, material, equipment, computers, software, machinery, facilities, personal property, and services, other than personal and professional services, purchased for or on behalf of the District.

Open market purchases may be made where the purchase price is less than twenty thousand dollars (\$20,000). The solicitation of telephone quotes or written bids is encouraged but not required.

Purchases that have a purchase price of twenty thousand (\$20,000) dollars but less than fifty thousand dollars (\$50,000) shall be purchased only after an advertisement soliciting written bids has been run for one week in an appropriate publication. The bids shall be opened one week after the date of publication.

Purchases that have a purchase price of fifty thousand (\$50,000) dollars or more shall be purchased only after an advertisement soliciting written bids has been run two weeks in an appropriate publication. The bids shall be opened one week after the last date of publication.

Specifications shall be devised for all commodities to be bid that are specific enough to ensure uniformity of the bid and yet not so restrictive that it would prevent competitive bidding. The Board of Directors of the Cabot School District reserves the right to reject all bids and to purchase the commodity by negotiating a contract. In such an instance, each responsible bidder who submitted a bid shall be notified and given a reasonable opportunity to negotiate.

The following commodities may be purchased without soliciting bids:

- (1) Commodities in instances of an unforeseen and unavoidable emergency;
- (2) Commodities available only from the federal government;
- (3) Utility services;

- (4) Used equipment and machinery, except used buses; and
- (5) Commodities available only from a single source.

Legal References: A.C.A. § 6-21-109
 A.C.A. § 6-21-301,303,304,305
 A.C.A. § 6-24-101 et seq.
 A.C.A. § 22-9-203

Adopted: April 15, 2003

Last Revised:

7:6 ACTIVITY ACCOUNT

The Cabot School District shall maintain an account of activity funds. The funds for the account are those revenues derived from the sale of tickets to athletic contests or other school sponsored activities; the sale of food other than that sold in the cafeteria; the sale of soft drinks, school supplies, and books; and fees charged by clubs and organizations.

Activity funds are considered “school funds” and as such may only be spent for school related purposes.¹

The Superintendent shall be the custodian of all activity funds and shall be responsible and accountable for the funds.

Note: ¹ “School related purposes” has been narrowly interpreted by the courts under Articles 14 of the Arkansas constitution to require the expenditures to be for a legitimate public purpose closely related to the provision of K-12 education.

Legal References: A.C.A. § 6-13-701(e)

Adopted: April 15, 2003

Last Revised: July 19, 2011

7:8 PERSONAL PROPERTY

The Cabot School District assumes no responsibility for damage to, or the loss of, personal property brought to District facilities by District staff members.

Adopted: April 15, 2003

Last Revised:

7:9 PROPERTY INSURANCE

The Superintendent, with Board approval, shall be responsible for maintaining adequate insurance coverage for all Cabot School District properties. At a minimum, the district will purchase insurance coverage sufficient to meet the requirements by the Arkansas Commission for Public School Academic Facilities and Transportation.

Legal References: A.C.A. §6-21-114(d)
 Arkansas Commission for Public School Academic Facilities and
 Transportation Rules Governing Property Insurance Requirements

Adopted: April 15, 2003
Last Revised: July 19, 2011

7:10 PUBLIC USE OF SCHOOL FACILITIES

It is the policy of the Board of Directors of the Cabot School District that District buildings may be used by citizens of the District to conduct lawful meetings for social, civic, or recreational purposes provided such meetings do not interfere with the regular school work or planned school activities. The Superintendent, with Board approval, shall be responsible for establishing procedures governing such use of school buildings. The governing procedures shall be viewpoint neutral.

The Cabot School District has established a fee schedule for the use of school facilities.

Organizations using school facilities assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs or intoxicants is prohibited. Firearms of any kind are not allowed on school property unless the person carrying the firearm is permitted to do so by law as defined in A.C.A. § 5-73-120.

Legal Reference: A.C.A. § 6-21-101
 A.C.A. § 5-73-120
 A.C.A. § 6-21-609

Adopted: April 15, 2003

7:11 USE OF SCHOOL FUNDS FOR NON-SCHOOL RELATED PURPOSES

Funds of the Cabot School District shall not be used for political, charitable, or humanitarian purposes.

Exception: A student club or organization may, by majority vote of its membership, donate club funds to a charitable or humanitarian organization.

No employee of the District shall use school time, school property, school personnel, or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue or ballot issue whether partisan or non-partisan. School employee may participate as part of a community organization which is renting a school facility for a political purpose.

Adopted: April 15, 2003

7:12 TRAVEL EXPENSE REIMBURSEMENT

Employees are only eligible for reimbursement for travel expenses that have been approved in advance. All requests for travel expense reimbursement must be submitted on the Cabot School District Travel Reimbursement Form and must have the approval of the immediate supervisor before it is sent to the District's Central Administration Office for processing. Original receipts must accompany all requests for reimbursement to the extent that such receipts are customarily available. For a receipt to be valid it should contain the name of the issuing company, the date, and the amount. No cash advances shall be made for travel.

MILEAGE REIMBURSEMENT:

When requesting reimbursement for mileage, a travel expense reimbursement form which details exact mileage, dates of trips, and destination must be submitted to the District Business Office in order to obtain reimbursement. Point of origin for travel reimbursement will be the employee's home base within the school system or the employee's personal residence whichever is shorter.

If an employee is required to commute between schools on a daily basis, the Cabot School District will reimburse the employee for miles driven as follows:

- (1) If a round trip is made each day, then the employee will be reimbursed for the number of miles from school of origin to school of destination times 2.
- (2) If employee concludes day at the second school, then the employee will be reimbursed for the number of miles from school of origin to school of destination.

The mileage reimbursement rate for use by an employee of his/her personal vehicle will be adjusted on July 1 of each year to equal the current reimbursement rate used by the State of Arkansas for its employees.

MEAL REIMBURSEMENT (IN-STATE TRAVEL):

Reimbursement for meals involved with in-state travel will not exceed the following rates: Breakfast, \$ 7.00; Lunch, \$12.00; Dinner, \$20.00 with a Daily Total of \$39.00

(The amounts listed above do not apply to meals that are included with registration fees.)

MEAL REIMBURSEMENT (OUT-OF-STATE TRAVEL):

Reimbursement for meals involved in out-of-state travel will not exceed the following rates: Breakfast, \$ 10.00; Lunch, \$15.00; Dinner, \$25.00; with a daily total of \$50.00.

When three meals are required, the employee has the option of exceeding the meal allowance for particular meals but may not exceed the daily total.

Receipts are required. Reimbursement for meals for travel that does not require ~~without~~ overnight lodging is not allowed. **Reimbursement shall be prorated based on the percent of the day the employee is away on travel on departure and return days. For example, if an employee returns from his/her travel in the afternoon, he/she is only eligible for reimbursement for breakfast and lunch expenditures.**

Meal expenses incurred by the superintendent or other administrators as necessary, in the performance of their duties when meeting with state officials or consultants may be reimbursed on a prorate, per person basis in line with the mandates of this policy. Such expenses shall only be reimbursed when the expenditure is likely to result in a tangible benefit to the district.

LODGING/AIR FARE/CAR RENTAL:

Receipts for airport associated expenses are required for reimbursement. All airline flights shall be by coach/economy class. Upon arrival at their destination, employees are expected to take the less expensive option between a taxi and an airport shuttle service to his/her hotel or meeting site. When circumstances dictate that a rental car is necessary and/or the most economical approach to the travel requirements, the least expensive car that will accomplish the job should be rented. Prior approval is required for trips that involve lodging, airfare, and/or car rental. Reimbursement will be for actual costs incurred. Receipts are required.

PARKING/SHUTTLE:

Reimbursement for parking and shuttle expenses will be for actual costs incurred. Receipts are required.

CREDIT CARDS

Only those employees specifically issued credit cards to be used in the performance of their jobs to purchase goods, services, or supplies on behalf of the district shall be allowed to use such cards. Employees who incur reimbursable expenses as defined in this policy are expected to pay for them initially by any means they choose and then submit their request for reimbursement. The district assumes no responsibility for the payment of any personal credit card charges incurred by a district employee.

EXPENSES NOT COVERED

The district shall not reimburse the following items/categories of expenses:

- Alcoholic beverages;
- Entertainment expenses – including sports or sporting events; pay per view or game expenses at motels;
- Personal phone calls;
- Replacement due to loss or theft;

- Discretionary expenses for items such as clothing or gifts;
- Medical expenses incurred while on route to or from or at the destination of the reason for the travel;
- Optional or supplementary insurance obtained by the employee for the period covered during the travel including rental car supplemental insurance; and
- Tips, other than those required by the source of the expense, e.g. a restaurant which adds a tip to the bill for all groups of six or more;
- Expenses of a guest traveling with a school employee or a school board member during his/her school related travel;
- Mileage, lodging, and meal expenses incurred for the personal convenience of the employee and not required by the reason for travel.

Adopted: April 15, 2003

Revised: July 19, 2011

7:13 SOLICITATIONS (INSURANCE AND OTHER EMPLOYEE BENEFITS)

Insurance and other employee benefit salespersons that wish to solicit products to Cabot School District employees must receive prior approval from the District Central Administration Office. Personal contact with employees during the regular school day is prohibited, and any written material distributed to District employees will be prepared and paid for at the salesperson's expense.

Adopted: April 15, 2003

**7:14 SOLICITATIONS (OTHER THAN INSURANCE AND
EMPLOYEE BENEFITS)**

Solicitation of all products and services (other than insurance and employee benefits) during the regular school day will be subject to approval by the Building Administrator.

Adopted: April 15, 2003

7:15 COLLECTION AND DEPOSIT OF FUNDS

All cash and checks that are collected must be turned in immediately to the appropriate school office. Deposits are to be made on a daily basis. No cash or checks are to be left in any classroom overnight. Financial transactions must involve a minimum of two Cabot School District employees.

Adopted: April 15, 2003

7.18—DISPOSAL OF NON-NEGOTIATED CHECKS OR UNCLAIMED PROPERTY

State law specifies how the district is to dispose of retained funds in the form of issued but non-negotiated checks that have been/not been presented for payment within one calendar year. The district shall dispose of these retained funds in accordance with the law and remit the amount of all non-negotiated checks to the Unclaimed Property Division of the Arkansas Auditor's Office.

The district shall make a good faith effort to return physical items that have been left on district property to their rightful owners. When contact information is known for the owner of an item of a non-perishable nature left at the district, the district shall use the information to attempt to contact the owner to inform him/her of the location of the item. Owners of such items shall be given at least three weeks to pick up the item he/she left at the district. If the owner fails to pick up the item within the time allotted, the district may dispose of the item in a manner of its choosing.

The district is under no obligation to retain an abandoned, perishable item left on district property.

Legal References: A.C.A. § 18-28-201
 A.C.A. § 18-28-202(11), (c), (d)
 A.C.A. § 18-28-204
 A.C.A. § 18-28-206
 A.C.A. § 18-28-207
 A.C.A. § 18-28-208(a)
 A.C.A. § 18-28-210(b)(c)
 A.C.A. § 18-28-217
 A.C.A. § 18-28-221(a)
 A.C.A. § 18-28-224

Date Adopted:

Last Revised:

7:19 INFORMATION TECHNOLOGY SECURITY

The superintendent shall be responsible for ensuring the district has the necessary components in place to meet the district's needs and the state's requirements for information technology (IT) security. The district shall appoint an information technology security officer (ISO) who, along with other IT staff, the superintendent and district management appointed by the superintendent shall develop the necessary procedures to create a district-wide information technology security system meeting the requirements of this policy and the standards prescribed by the Arkansas Department of Education.

The IT security system shall contain the necessary components designed to accomplish the following.

1. Sensitive information shall be protected from improper denial, disclosure, or modification.
2. Physical access to computer facilities, data rooms, systems, networks and data will be limited to those authorized personnel who require access to perform assigned duties.
3. Traffic between internal (district) resources and external (Internet) entities will be regulated by network perimeter controls. To the extent technologically feasible, network transmission of sensitive data should enforce encryption.
4. User access to the district's technology system and its applications shall be based on the least amount of access to data and programs necessary to perform the user's job duties.
5. Student or financial applications software developed for or by the district will be tested prior to implementation to ensure data security through proper segregation of programs.
6. Monitoring of internal and external networks and systems will be designed to provide early notification of events and rapid response and recovery from IT related incidents and/or attacks.
7. Continuity of critical IT services will be ensured through the development of a disaster recovery plan appropriate for the size and complexity of the district's IT operations.
8. Software protection of servers and workstations will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware.

Legal Reference: Commissioner's Memo RT 09-010

Date Adopted: July 19, 2011

Last Revised:

7.20—ELECTRONIC FUND TRANSFERS

District funds shall only be disbursed by the district treasurer upon the receipt of checks or warrants signed by the District Board of Directors' Disbursing Officer and the Superintendent or through the electronic transfer of funds. Any electronic transfer of funds must be initiated by the District and authorized in writing by both the Disbursing Officer of the school district Board of Directors and the Superintendent.

For the purposes of this policy, "initiated by the District" means the District controls both the timing and the amount of the funds transfer.

The district treasurer shall maintain evidence of authority for the disbursement in the form of invoices, payrolls that conform with written contracts on file in his/her office, or other appropriate documentation indicating an authority to disburse District funds.

"Other appropriate documentation" includes one-time, signed authorization for recurring transactions. The Board of Directors Disbursing Officer must pre-authorize the electronic transfer of funds for non-recurring transactions which can be accomplished by a signed authorization or an email authorizing such a disbursement of funds.¹

Legal References: A.C.A. § 6-13-701(e)
 Commissioner's Memo Com-12-036

Date Adopted: May 21, 2013
Last Revised:

7:21 INVENTORY OF FIXED ASSETS

The Superintendent will be responsible for a continuing inventory of all Cabot School District's capital assets, physical facilities, and equipment.

The District's Central Administration Office will maintain and administer a fixed assets accounting system. The Board of Directors will determine the minimum cost necessary to include an item in the District's inventory in accordance with state law and by regulation and guidance published by the Arkansas Department of Education.

A fixed asset must meet all of the following criteria:

- (1) It retains its original shape, appearance, and/or character with use.
- (2) It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
- (3) It is unexpendable. In other words, most of the time, it is more feasible to repair the item than replace it with an entirely new unit.
- (4) Under normal conditions of use, it can be expected to serve its principal purpose for more than one year.

A physical examination of each item contained in the fixed asset inventory will be conducted annually. Fixed asset items that are lost, stolen or damaged beyond repair are to be removed from each location's inventory in a timely fashion. Immediately upon discovery, it is the responsibility of the Building Administrator to report any lost or stolen items in the fixed asset inventory to the District's Central Administration Office as well as the local police department.

Adopted: April 15, 2003

7:22 REVENUES FROM INVESTMENTS

Funds in the various accounts of the Cabot School District shall be invested in such a manner as to result in maximum income to the District. All investments shall be made in accordance with state law. The Treasurer of the District shall be responsible for determining the amount of funds available for investment as well as the term of each investment.

Legal Reference: A.C.A. § 19-1-504

Adopted: April 15, 2003

7:23 Use of District Owned Vehicles

Employees who are assigned a District owned vehicle to be used on a daily basis shall maintain a travel log that details all mileage driven. The travel logs will be submitted to the District Central Administration Office on an annual basis. The value of any personal use of the District owned vehicle by the employee (as per the travel log) will be added to the employee's annual wage and tax statement in accordance with guidelines issued by the Internal Revenue Service.

The Superintendent shall determine which employment positions in the District require the assignment of a District owned vehicle to be used on a daily basis.

Adopted: April 15, 2003

7:24 Use of District Credit/Charge Cards

Each building or central office administrator shall establish procedures to ensure that all District credit/charge cards assigned to his/her campus or area of responsibility are properly accounted for at all times. All purchases involving District credit/charge cards must have prior approval by a building or central office administrator. District credit cards are only to be used after all other available means of purchasing (i.e. school purchase order) have been explored and rejected.

Detailed documentation of all purchases made with a District credit/charge card must be provided. A signed credit/charge card receipt with the total amount charged is NOT sufficient documentation. If detailed documentation to verify amount charged is not submitted, then the person who made the purchase will be responsible for payment of the amount charged on the card.

Internet Credit/Charge Card Charges:

If a purchase is made by Internet using a District credit/charge card, a print out of the documentation page from the Internet purchase must be submitted.

Credit/Charge Card Cancellations:

When credit/charge card purchases are cancelled, proper documentation must be presented to the Central Office Finance Department at the time of cancellation so that credit can be properly applied.

Adopted: April 15, 2003

7:25 SERVICE ANIMALS IN DISTRICT FACILITIES

In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained miniature horses¹ (hereinafter referred to as *service animals*) are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform.² The district is not entitled to ask for documentation that the animal has been properly trained, but the individual bringing the animal into a district facility will be held accountable for the animal's behavior.

Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do **not** constitute work or tasks for the purposes of this policy.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

District staff may ask an individual with a disability to remove a service animal from the premises if:

- (1) The animal is out of control and the animal's handler does not take effective action to control it; or

(2) The animal is not housebroken.

If the district excludes a service animal due to the reasons listed above, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The District and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability.

The District shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.³

Note: ¹ A service dog is any breed unless restricted by a local ordinance. A miniature horse is not one specific breed, but may be one of several breeds, with distinct characteristics that produce animals suited to service animal work. The animals generally range in height from 24 inches to 34 inches measured to the withers, or shoulders, and generally weigh between 70 and 100 pounds. There is a bit more flexibility for Districts in determining if a facility can accommodate a horse than for a dog. Miniature horses are less flexible than dogs and therefore may not fit into smaller spaces as well as a dog. In specific instances when the horse's size poses a legitimate safety hazard, the horse could be prohibited from that specific event or facility. Keep in mind, however, that if a facility could reasonably accommodate a 24" dog, it could likely accommodate a 24" horse.

² Districts are **not** allowed to ask about the nature or extent of a person's disability.

³ The District can only charge an individual with a disability for damage caused by his or her service animal if it charges other individuals for damages they cause.

Legal References: 28 CFR § 35.104
28 CFR § 35.136

Date Adopted: July 19, 2011
Last Revised:

7:26 SCHOOL PROPERTIES DISPOSAL PROCEDURE

No real property (anything maintained on inventory with a value of \$1,000 or more) of the Cabot School District shall be sold without action of the Board of Directors authorizing the sale. Upon receiving Board authorization, the Superintendent shall solicit bids by advertising the sale in a local news publication at least three (3) weeks in advance of the time of sale. The Board of Directors reserves the right to reject any or all bids.

The Superintendent is authorized to dispose of equipment, materials and supplies when bids or quotations on new purchases include trade-in values.

Sale of any fixed asset item other than on a trade-in basis may occur only after obtaining approval from the Superintendent. Upon receiving approval, the Superintendent shall solicit bids by advertising the sale in a local news publication at least three (3) weeks in advance of the time of sale. The Board of Directors reserves the right to reject any or all bids.

Equipment, materials, or supplies with negligible value, which does not meet the criteria for real property, may be approved for disposal or sale by the Superintendent or designee.

Legal Reference: A.C.A. § 6-21-110
 A.C.A. § 6-21-108

Adopted: April 15, 2003
Revised: May 21, 2013