

## Dexter Community Schools Property Disposition Overview

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We are pleased to introduce you to our process for disposing obsolete District property and the opportunity for you to purchase obsolete District property. We have developed protocol to provide a simple, predictable, and definitive way to communicate when the District has property for sale.

Before property is listed for sale, though, if an employee has District property (any material, equipment, or furnishing that was purchased by the District or donated to the District or purchased with grant money that was awarded to an employee of the District) that is no longer needed, please see your principal or program director. It may be needed elsewhere within the building/program. If the building/program no longer needs the property, send an all staff email offering the property to other buildings/programs for continued school use. If the property is no longer needed in the District or has become obsolete, contact the Business Office and we will post the property for sale.

We will post anything we have for sale the first of each month and it will be posted for an entire month, so you do not have to look every day, just once a month.

We are leveraging two familiar resources to post obsolete property for sale: our own and the Ann Arbor [Craigslist](#) site. By combining the two forums, we are hoping to reach out to our own and surrounding communities to communicate which items the District has for sale.

If there is a minimum bid then we will include that in the posting. Minimum bids will be identified for items that otherwise have a value for scrap such as school buses and other vehicles. Items with no scrap value will be posted at \$1 minimum. During each month, prospective purchasers can view all Dexter Community Schools listings from either the District website or search “Dexter Community Schools” at [craigslist.org](#). Postings will include information about the item for sale, a photo, and time and location where the item can be inspected.

If you are interested in making an offer for an item, email your offer to [forsale@dexterschools.org](mailto:forsale@dexterschools.org). You will not know what other offers, if any, have been made; so make your best offer. At the close of the month, the person with the highest qualified offer will be notified that their offer has been accepted. The purchaser will have 10 calendar days to issue payment and pick up the item. Payments can be in the form of cash or payment in PaySchools online payment system. Corporate checks from local businesses may be acceptable with prior approval of the Business Manager.

If you have further questions regarding our disposition of obsolete property, please contact Sandra Darr at (734)424-4100 ext. 1013.