

PROCEDURES FOR DISPOSAL OF EQUIPMENT

The following procedures will be observed in disposing of equipment, books, and materials no longer needed or useful in the District:

1. No surplus, obsolete, or otherwise unneeded items will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the proper department head, principal, or director.
2. The principal will prepare lists of such materials periodically. A list of the non-instructional items will be sent to the Business Manager; a list of the instructional items will be sent to the Assistant Superintendent.
3. The Assistant Superintendent or Business Manager will determine whether there is possible use of the items elsewhere within the school system or will determine possible resale value.
4. The Superintendent will carry out Board policy on sale and disposal; items having resale value will be put to bid, if bidding is required; otherwise sale will be negotiated in the manner most advantageous to the district. Items having no resale value will be offered to non-profit organizations, recycled, or disposed of in a suitable manner consistent with local, state and federal laws.