

DISPOSAL OF EQUIPMENT AND SUPPLIES

690

Furniture, equipment and other items which are no longer needed by the District will be disposed of. These items would include any that are in poor physical condition, those unsuitable for programs, surplus items, and those inconsistent with the learning style and needs of students. If the cost of an item has been determined to have value that is less than the cost of selling, the item may be disposed of with the approval of District Administration. The Business Services Committee must approve the sale of equipment whose fair market value exceeds \$5,000 per sale.

Property that has been disposed of by the School District cannot be retrieved for personal use or sale.

All monies received from the sale of any item shall be deposited in the general fund of the School District budget.

Sales

Items shall be sold to the public using a method deemed appropriate by the district administrator or designee. Sales method may include on-line auction, sealed bids, auction or other methods that are effective. Furniture items, equipment and other items which are no longer needed by the School District may be disposed of using any of these methods. In all cases, there will be communication with the general public to provide prior notification of the sale.

Trade-Ins

Quotations for equipment items shall be specified with a trade-in whenever possible. The trade-in offer may be taken into consideration when awarding the bid/quotation.

Junk

Any item that has been offered for sale, or that has been offered for trade-in but has not been sold or traded, or that is otherwise deemed valueless by District Administration, shall be disposed of as authorized by the district administrator or designee in a manner that is most advantageous to the District.

Disposal of Textbooks, Instructional Material

Textbooks, library books, instructional materials or other miscellaneous materials shall be reviewed annually by the appropriate staff and a proper method of disposal shall be recommended to the district administrator or designee.

*Approved: 12/13/77
Reviewed: 04/17/00
Revised: 04/21/08
Revised: 05/19/08
Revised: 09/16/13*