

ADMINISTRATIVE PROCEDURES

No. 6881P

Disposal of Surplus Equipment and/or Materials

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other district personal property are as follows:

- A. The principal or department manager shall supply a written rationale that supports the obsolescence of the item. If surplus items are reusable, they shall be advertised within the District first.

If the items are not claimed, the Purchasing Department shall submit all surplus items to the Board for approval to declare surplus. The value of textbooks shall be based on fair market value.

- B. After Board approval, interested public and private schools that have requested notice of surplus items shall be advised in writing of the opportunity to view and/or purchase the obsolete and/or surplus items.
- C. The remaining items shall be available for purchase by the general public.
- D. The District shall publicize this sale which shall be open to the general public.

Date: