

## **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:

1. The principal or department supervisor shall supply a written rationale which supports the obsolescence of the item.
2. All other departments and/or buildings shall have the opportunity to view the item during a two-week period.
3. If the item is not claimed during the two-week period, a value shall be placed on the item by two staff members who are familiar with items of a similar nature. The value of textbooks shall be established as follows:

<b>New Books Purchased During Current Term</b>	<b>Full Cost</b>
Books - 2 years old	80%
Books - 3 years old	60%
Books - 4 years old	40%
Over 4 years old	20%

- a. Interested public and private schools shall be advised in writing of a two-day period in which they shall have an opportunity to view and/or purchase the obsolete and/or surplus item.
- b. The remaining item shall be available for purchase by the general public.
- c. The district shall publicize this sale which shall be open to the general public.
- d. The board shall specify the nature and conduct of any sale of property which exceeds the limits specified in policy 6882.

### **Sale of ASB Clothing, Uniforms and Materials**

The procedures for the sale of ASB clothing, uniforms and materials are as follows:

1. The principal, ASB advisor or Activity Director shall supply a written rationale which supports the nature of the items no longer needed or usable by the ASB.
2. The principal, ASB advisor or Activity Director and student committee shall determine a fair market value for the activity ASB clothing, uniforms and materials and then create an inventory.
3. All proceeds from the sale will be directed by the associated student body to be returned to the activity that incurs the initial expense.

Since this is an ASB fundraiser of ASB purchased inventory you only need ASB approval, not school board-once the board policy is in effect.

**Date:**