

Disposal of Surplus Equipment and/or Materials

The procedures for the sale or disposal of obsolete and/or surplus equipment, supplies, furniture, and other district 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:

New Books Purchased During Current Term	Full Cost
Books	
2 years old	80%
3 years old	60%
4 years old	40%
over 4 years old	20%

4. 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;
5. The remaining item shall be available for purchase by the general public;
6. The district shall publicize this sale which shall be open to the general public; and
7. The board shall specify the nature and conduct of any sale of property which exceeds the limits specified in policy 6881.