

Disposal of District Property

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

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 or principal;
2. The principal or department supervisor will periodically prepare lists of such materials. A list of the noninstructional and instructional items will be sent to the superintendent;
3. The superintendent will determine whether there is possible use of the items elsewhere within the district. If so, he/she will provide for removal of the items to the appropriate location;
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 nonprofit organizations or they may be disposed of in another manner.