

MANAGEMENT SUPPORT

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

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

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

Date: 5/8/00; 11/24/03; 1/24/11; 1/18/18.