

POLICY FAMILY	EQUIPMENT	801- 802
<p style="text-align: center;"><u>801.</u></p> <p>Annual Inventory</p> <p>Adopted 4/16/80</p> <p>Amended 12/4/85</p>	<ol style="list-style-type: none"> 1. Inventory list on equipment and furniture that have a unit replacement value of \$100 or more shall be maintained. 2. An annual inventory shall be taken under the supervision of the Business Manager. 3. The procedures for taking and valuing furniture and equipment and for documenting losses shall be established in consultation with insurers. 4. Department Directors shall be responsible for the inventory of all equipment, books, and supplies. 	
<p style="text-align: center;"><u>802.</u></p> <p>Disposal of Used Equipment/ Supplies</p> <p>Adopted 5/5/93</p>	<p>If used equipment/supplies are no longer useful, the following guidelines will be followed according to G.L. Chapter 30B, Section 15.</p> <ol style="list-style-type: none"> 1. Building administrators will contact other building administrators when surplus equipment/supplies become available. In some cases such equipment/supplies might be utilized in other buildings. 2. The School Committee will approve of the disposal of equipment/supplies no longer useful to the School Department according to G.L. Chapter 30B, Section 15. Equipment having a net value of less than five hundred dollars shall be disposed of by the business manager, as procurement officer, according to the following procedure: <ol style="list-style-type: none"> a. The value of the equipment/supplies to be disposed of shall be determined by reference to industry publications, catalogues, or other pricing data; or through consultation with dealers of similar used equipment/supplies or other procurement officers. b. The equipment/supplies may then be disposed of by the business manager through trade-in, resale, donation to a charitable organization, trash disposal or any combination thereof. c. The business manager will submit an annual written report on the disposal of used equipment. 3. The School Committee may, by majority vote, dispose of equipment/supplies no useful to the School Department with net value of more than five hundred dollars by sale or donation to a charitable organization (if it has a tax exemption) at less than the fair market value. The value of such equipment/ supplies shall not exceed one thousand dollars. 	