

## **DISPOSAL OF SCHOOL EQUIPMENT AND SUPPLIES**

(Adopted 3-18-2019)

The Board will dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system.

1. The building principal or person in charge of the department where such school property is located will inform the Superintendent of the availability of the property.
2. The Superintendent shall post throughout the District a listing of all property available for disposal. Any department or building that can use such equipment or supplies may request the material. Reassignment of the property will be made by the Superintendent.

Those items not requested by other departments or buildings will be disposed of as follows:

1. Items having no resale value may be offered without cost to charitable and civic organizations or disposed of by the most efficient method by the Superintendent or a designee.
2. Items having resale value shall be sold to the highest bidder either through sealed bids, at auction, or through another form of public sale. The Superintendent shall establish procedures for the sale. All items for sale shall be advertised.
3. The Board shall be given a list of all items disposed of either through sale or donation.