

SALES AND DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee without the written permission of the Principal. The Principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee. For items valued at \$5,000 or more (at purchase) notice shall be provided to the Board of Education.

Obsolete or surplus equipment or materials not retained within the school system may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or materials is offered for sale to the general public. Under those circumstances, the employee would receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-240 Control of schools.

10-241 Powers of school districts.