

**WYANDOTTE PUBLIC SCHOOLS**  
**PROCEDURES**

**5000.04**

**Disposition of Surplus Property**

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The Board requires the Superintendent, or his/her designee, to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of these Procedures.

**Instructional Material**

The District shall review instructional materials (i.e. textbooks, library books, manuals, software and support materials, etc.) periodically to determine the relevance of such materials to the present work and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

- Concepts or content that do(es) not support the current goals of the curriculum.
- Information that may not be current.
- Items worn beyond salvage or repair.

**Equipment**

The District shall inspect the equipment used in the instructional program or by support services periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

- Repair parts for the equipment are no longer readily available and/or too costly.
- Repair records indicate the equipment has no usable life remaining.
- Equipment is obsolete, broken, damaged beyond repair, or no longer contributing to the educational program.
- Has some potential for sale.
- Continued use creates a safety or environmental hazard.

**Disposition**

The Superintendent or his/her designee is authorized to dispose of obsolete instructional and other property by sale or donation to an appropriate party or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

**Effective Date: September 6, 2015**