

Disposal of Obsolete or Surplus Equipment, Materials, and Supplies

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the Superintendent or his/her designee. For items or groups of items, having a current value of \$2,000 or more, obsolete or surplus materials, equipment, and supplies shall be removed from the Bethany Public School District's (District) inventory and disposed of only with the approval of the Superintendent. Items with values less than \$2,000, with no useful life or monetary value may be disposed of only with the approval of the Superintendent and without further reference to this policy.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school, the Superintendent or his/her designee shall notify the First Selectman of the Town of the equipment or materials approved for disposal and shall request a written response within fifteen (15) days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

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

When books are sold either to used book vendors or shredders, this money must be returned to the general fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

Legal References: Connecticut General Statutes § 10-220

 Connecticut General Statutes § 10-241

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