

| <i>Policy</i> | <i>Title</i> DISPOSAL OF SURPLUS | <i>Code</i> DN |
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HOLLISTON

The intent of this policy is to aid in the speedy disposal of surplus materials belonging to the Holliston Public Schools and to give the community or other Town Departments a chance to assume ownership.

Disposal of surplus property with a combined value of \$400 or more is allowed after approval by the Town of Holliston at Town Meeting. Value will be determined through procedures customarily accepted by the appraising profession. Surplus is defined as that which is no longer useful to the Holliston Public School System, but perhaps having resale or salvage value.

Surplus materials may be:

1. Transferred to other Town Departments with the approval of the School Committee
- 2.) SOLD through:
 - a. competitive sealed bid,
 - b. public auction, or
 - c. established markets
- 3.) Donated to a charitable organization based on value as outlined above

Trade-ins toward the purchase of replacement supplies is encouraged, provided that the trade-in is defined in the bid documents if required by law for the replacement material or property.

Disposal of any remaining items should be done through recycling efforts, or through the use of junk or salvage companies.

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| Second Reading: | May 6, 2000 |
| Third Reading: | May 18, 2000 |
| Policy Adopted: | May 18, 2000 |
| Policy Amended: | November 1, 2018, March 11, 2019 |
| Policy Reviewed | March 11, 2019 |
| Legal References: | M.G.L. Chapter 30B Section 15 |
| Policy Cross Reference: | |
| Procedure Reference: | |