

Business/Non-Instructional Operations

Sales & Disposal of Books, Equipment & Supplies

When equipment, books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent may authorize their disposal in a manner to the district's best advantage.

Equipment may not be sold directly to individuals. Any proceeds from disposition of equipment or supplies shall be deposited in the town general fund.

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by the professional administrative staff.

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

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-240 Control of schools.

10-241 Powers of school districts.

Policy adopted: February 1, 2016

REGIONAL SCHOOL DISTRICT NO. 14
Bethlehem and Woodbury, Connecticut

CERTIFICATE OF DISPOSAL/SALE

Step 1 - Disposal Requested	
Requester/School:	_____
Item/Serial #:	_____
Manufacturer:	_____
Approximate Age:	_____
Current condition:	_____
Location of equipment/materials:	_____
Last inventory value:	_____
Proposed date of disposal:	_____
Proposed method of disposal (sell, donate, discard/scrap):	_____
Cost of disposal (if applicable)	_____

Step 2 – Building/Department Administrator Support of Disposal	
Requesting Administrator Signature:	_____

Step 3 - Director of Operations Support of Disposal	
Approved sale price:	_____
Director of Finance/Operations Signature:	_____

Step 4 - Disposal Approved	
Superintendent Signature:	_____

Step 5 - Disposal Completed	
Requesting Administrator Signature:	_____

Step 6 - Final Record Keeping	
If sold, date money deposited:	_____
Date item was removed from inventory:	_____
Director of Finance/Operations Signature:	_____