FINANCIAL MANAGEMENT

Disposal of Surplus Equipment and/or Materials

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other district personal property are as follows:

1. The principal or department supervisor shall supply a written rationale which supports the obsolescence of the item.
2. All other departments and/or buildings shall have the opportunity to view the item during a two-week period.
3. If the item is not claimed during the two-week period, a value shall be placed on the item by two staff members who are familiar with items of a similar nature. The value of textbooks shall be established as follows:

New Books Purchased During Current Term	**Full Cost**
Books 2 years old	80%
3 years old	60%
4 years old	40%
Over 4 years old	20%

4. Interested public and private schools shall be advised in writing of a two-day period in which they shall have an opportunity to view and/or purchase the obsolete and/or surplus item.
5. The remaining items shall be available for purchase by the general public.
6. The district shall publicize this sale, which shall be open to the general public.
7. The board shall specify the nature and conduct of any sale of property which exceeds the limits specified in Policy 6881.