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**P 3514**  
**Business**

### **DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS**

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 principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials not retained within the school system may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school 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.

Disposal of obsolete or surplus individual equipment or materials valued at a capital level of \$5000.00 or greater is required to be approved by the Board of Education or the designated Board of Education Committee.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

ADOPTED: August 22, 2022  
REVISED: