

Procedure – 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:

- A. The principal or department supervisor will supply a written rationale which supports the obsolescence of the item;
- B. All other departments and/or buildings will have the opportunity to view the item during a two-week period;
- C. If the item is not claimed during the two-week period, a value will be placed on the item by two staff members who are familiar with items of a similar nature. The value of textbooks 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%

- D. Interested public and private schools will be advised in writing of a two-day period in which they will have an opportunity to view and/or purchase the obsolete and/or surplus item;
- E. The remaining items will be available for purchase by the general public;
- F. The district will publicize this sale, which will be open to the general public; and
- G. The board will specify the nature and conduct of any sale of property which exceeds the limits specified in policy 6882, Sale of Real Property.

The following addresses the selling of a school bus to another school district or school, such as Head Start:

- 1. The board must declare the school bus surplus property;
- 2. The Transportation Supervisor must set the selling price of the bus; and
- 3. The superintendent must approve the selling of the bus.