

DISPOSAL OF EQUIPMENT AND MATERIALS

The Cohasset Public Schools authorize the disposal of obsolete equipment in accordance with Section 15 of Chapter 30B of the General Laws of Massachusetts.

Obsolete equipment is that which is:

1. Beyond repair or too costly to repair;
2. Replaced by new equipment because the old equipment no longer serves our educational needs;
3. No longer usable or outdated for the curriculum and instruction standards or content needs

Procedure to be followed for discard:

1. All equipment must be declared obsolete by the building Principal and the Business Manager;
2. A list of the equipment, with a description of the condition or reason for declaring it obsolete, will be forwarded to the School Committee;
3. Upon approval by the School Committee, said equipment will be transferred to the control of the appropriate personnel or department for reissuing to the town or community or other school for repurposing or disposal as approved by the Committee.

A form with a description of the obsolete materials/equipment; a model number or serial number and date of acquisition (if applicable); and a description of condition/reason for declaring equipment obsolete shall be filled out and signed and dated by the relevant building Principal and the district Business Manager.

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