Disposal of Obsolete or Surplus Equipment, Materials, and Supplies

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other Bethany Public School District (District) employee. For items or groups of items, having a current value of $2,000 or more, obsolete, or surplus materials, equipment, and supplies shall be removed from the District's inventory and disposed of in accordance with this policy, only with the approval of the Superintendent or Central Office designee. Upon approval, items with values less than $2,000, with no useful life or monetary value may be disposed of without further reference to this policy.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the District, the Superintendent or Central Office designee shall notify the First Selectman of the Town of the equipment or materials approved for disposal and shall request a written response within fifteen (15) days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the District or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent or Central Office designee to be in the best interests of the District. Such equipment or materials shall not be donated to an employee of the District and shall only be sold to an employee of the 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. All proceeds must be returned to the general fund.

If the equipment or materials cannot be donated or sold, the Superintendent or Central Office designee may dispose of such items.

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

Legal References: Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-241

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