

SALEM SCHOOL DISTRICT
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

SALES AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

For items, or groups of items, having a current value of \$2,000 or more, obsolete or surplus books, equipment and supplies shall be removed from the school district's inventory and disposed of only with the approval of the Board of Education; items with values less than \$2,000 may be disposed of with the authority of the Superintendent. Upon approval of the Superintendent, items with no useful life or monetary value may be disposed of without further reference to this policy.

Procedures for disposal of obsolete or surplus equipment/materials shall be as follows:

1. Prior to public sale, the Superintendent shall notify the Town of Salem First Selectman of the equipment or materials approved for disposal and shall request a written response within ten (10) days indicating the town agency's interest, or lack thereof, in such equipment or materials. The Superintendent may waive this procedure for material clearly not useful to other town agencies.
2. In the event that two or more agencies express interest in the equipment or materials, the Superintendent will determine which agency can make the best use of the equipment or materials and authorize transfer of the item to the appropriate town agency.
3. All transfers to town agencies shall be at no cost to the receiving agency.

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated textbooks, which are no longer useful to the educational program, provided that such books are a minimum of ten years old or have been determined as obsolete by the administrative staff.

Obsolete or surplus equipment/materials not transferred to town agencies may be sold at public sale, this money must be returned to the Town General Fund. Community groups or organizations shall receive preference over individuals. Equipment/materials shall not be sold to an employee of the school district unless the equipment 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/materials.

(cf. 6161 - Equipment, Books and Materials)

Legal Reference: Connecticut General Statutes: 10-220 Duties of Boards of Education. 10-240 Controls of schools.
10-241 Powers of school districts

Policy Adopted: June 24, 1997

Revised Policy 1st Reading: February 6, 2012

Revised Policy Adopted: March 5, 2012

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It is recommended that the equipment/materials below be designated obsolete or surplus and disposed in accordance with Board of Education policy.

Estimated current value is \$2,000 or more _____

Estimated current value is less than \$2,000 _____

No monetary value _____

Name of item _____

Brief description _____

Model name and number _____

Serial number _____ Tag number _____

Approximate date of purchase _____

Estimated remaining useful life _____

Any other pertinent data _____

Location of items _____

School/Department _____

Approval:

Principal's Signature

Date

Superintendent's Signature

Date

Board of Education Approval Date (if required) _____