

**Chambersburg Area School District
Administrative Regulations
Disposal of Obsolete Equipment, Supplies, Furniture, and Textbooks**

When equipment, books and materials become worn out, obsolete, surplus or otherwise unusable in the schools, the Superintendent may authorize their disposal in a manner to the District's best advantage.

Obsolete equipment, supplies, furniture, and textbooks may NOT be sold directly to individuals. Any proceeds from the disposition of equipment or supplies shall be deposited in the District's general fund.

PROCEDURES

The Principal or designee must complete the **Disposal Request** form.

1. Enter number of items and description of each item must be shown.
2. Enter an asset or VIN number, if available. Write "None" in the Asset Number column, if not available.
3. Enter approximate Purchase Date. You may enter "Over x years".
4. Enter current estimated cost of what the item may be worth. You may enter "Under x dollars".
5. Reason for Requesting Permission to dispose should be entered.
6. The Principal or an Administrator must sign and date the form.
7. Be sure to indicate the School/Location.
8. Send form to the Director of Finance.

The Director of Finance or designee will indicate the proposed method of disposal. He/she will ensure that the form has been properly completed. Summary of Disposals will be posted on Board Agenda as an Information Item.

