

DISPOSAL OF SURPLUS MATERIALS AND EQUIPMENT

The disposal of surplus, obsolete or worn out equipment will be carried out in a business-like manner. The School District reserves the right to refuse the selling of surplus, obsolete or worn out equipment.

1. The Secretary-Treasurer may direct that surplus materials recovered due to replacement, obsolescence or otherwise surplus to requirements at every location in the District, be:
 - a. sold at a public auction;
 - b. sold by public or invited tender;
 - c. sold at a fixed price public sale;
 - d. sold privately (private sale shall be restricted to items valued at less than \$500.00 unless otherwise approved by the Secretary-Treasurer); or;
 - e. scrapped.
2. The Secretary-Treasurer may authorize the Assistant Superintendent responsible for Operations that materials and equipment identified as surplus be:
 - a. cannibalized for parts;
 - b. scrapped;
 - c. transferred between inventories;
 - d. traded in for credit against purchases.
3. Donations of materials or equipment to individuals or outside agencies shall be approved by the Secretary-Treasurer.
4. Principals and other managers in the School District should inform the Secretary-Treasurer, at least on an annual basis, of materials and equipment that are surplus to their needs.
5.
 - a. A notice shall be posted in a public place in all communities within the School District listing items being sold, ten days prior to such disposal taking place.
 - b. Any items disposed of, valued at \$500 or greater, will be reported at the next public Board meeting.