

DISPOSAL OF SURPLUS EQUIPMENT AND/OR MATERIALS

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other District personal property are as follows:

- A. The principal or department supervisor shall supply a written rationale which supports the obsolescence of the item.
- B. All other departments and/or buildings shall have the opportunity to view the item during a two-week period.
- C. Interested public and private schools shall be advised in writing of a time period in which they shall have an opportunity to view and/or purchase the obsolete and/or surplus item.
- D. The remaining item shall be available for purchase by the general public.
- E. The District shall publicize this sale which shall be open to the general public.



PROCEDURE ESTABLISHED
REVIEWED

February 28, 2011
December 12, 2011