

Series 3000 – Business & Non-Instructional Operations**5. Non-Instructional Operations****C. Buildings****(2) Equipment****(b) Disposal of Obsolete or Surplus Educational Materials, Equipment and Supplies**

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

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 upon the authority of the Superintendent of Schools. Upon approval of the Superintendent of Schools, 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 or designee shall notify the First Selectman of the equipment or materials approved for disposal and shall request a written response within ten (10) days indicating the town's interest, or lack thereof, in such equipment and materials. The Superintendent of Schools or designee may waive this procedure for material clearly not useful to other town agencies.
2. All transfers to town agencies shall be at no cost to the receiving agency.
3. A record of these transactions should be kept in the Office of the Superintendent of Schools.

Obsolete or surplus equipment/materials not transferred to town agencies may be sold at public sale. 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.

Legal Reference: Connecticut General Statutes
10-47 Powers of regional board. Meetings. Policy adopted.
10-241 Powers of school districts.

Policy adopted: June 2, 1980
Policy revised: November 18, 2008
June 1, 2010

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

Suffield Public Schools
Sales & Disposal of Obsolete or Surplus Education Materials,
Equipment & Supplies

Note: No obsolete or surplus equipment may be disposed of without prior approval of the Superintendent of Schools.

Item Name/Description _____

Quantity _____

Serial Number _____ **Asset Control Number** _____

Location (School/Department and Room) _____

Approximate Purchase Date _____

Current Estimated Value _____

Reason for Sale or Disposal _____

Approvals

Principal Date _____

Business Manager Date _____

Superintendent Date _____

Disposition: _____

By _____

Date _____

(Return signed form to Business Manager)