

Business and Non-Instructional Operations

Sales and Disposal of Obsolete Books, Equipment, and Supplies

For items, or groups of items, having a current value of \$5,000 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 \$5,000 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 shall notify all town agencies 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 of Schools 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 of Schools 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.

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.
 10-220 Duties of boards of education. Policy adopted:
 10-241 Powers of school districts

Policy adopted from CABA:

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

Sales & Disposal of Obsolete Books, Equipment & Supplies

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 \$5,000 or more _____

Estimated current value is less than \$5,000 _____ (Check one)

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 _____

Administrator's Signature Date