

## **DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS**

### POLICY 2020

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 notify the Superintendent of Schools or his/her designee of the obsolete or surplus equipment or discarded materials.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee. The Superintendent of Schools or his/her designee will develop a procedure for such disposal.

Obsolete or surplus equipment or materials not retained within the school system may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material 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 or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.