

# SHALER AREA SCHOOL DISTRICT

No: 716

## SECTION: PROPERTY

### TITLE: SALE AND/OR DISPOSAL OF EQUIPMENT/MATERIALS

ADOPTED: SEPTEMBER 16, 1998

REVISED: MAY 13, 2009

	<p>716. SALE AND/OR DISPOSAL OF EQUIPMENT/MATERIALS</p> <p>Equipment and materials deemed no longer needed or obsolete may be authorized for sale by the Superintendent. The disposal of items with a unit value of more than \$5,000 must receive prior approval of the Board.</p> <p>The nature of the items offered for sale along with the time and date of the sale will be advertised to the public.</p> <p>All textbooks and equipment will be reviewed by the appropriate teachers, principals, and/or other employees. If it is deemed that any equipment, textbooks, or other printed materials are obsolete, it will be disposed of in the following manner:</p> <ol style="list-style-type: none"><li>1. The building principal will forward a list of obsolete textbooks to the Assistant Superintendent. This list shall include the name of the textbook, publisher, date of the publication, and the number of such textbooks recommended for sale or disposal. A list of obsolete equipment will be forwarded to the Director of Business Affairs.</li><li>2. The Assistant Superintendent will determine if there is a need for the <u>textbooks</u> elsewhere in the district. The Director of Business Affairs will determine if there is a need for the <u>equipment</u> elsewhere in the district.</li><li>3. If there is no need for the textbooks within the district, the Assistant Superintendent will contact textbook companies to arrange for possible resale. Equipment deemed no longer necessary will be offered for resale <b>as long as the costs and time involved for such advertisement do not exceed the value of the item(s) being considered for disposal.</b></li><li>4. Textbooks and equipment no longer needed in the district and having no resale value will be disposed of (e.g., given away, recycled, destroyed) at the discretion of the Superintendent or designee.</li></ol> <p style="text-align: right;">cag</p>
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