

DISPOSAL OF EQUIPMENT AND MATERIAL POLICY

The Board shall dispose of surplus or obsolete equipment, materials or supplies no longer required to accomplish the mission of the school system. Action to dispose shall be taken when equipment, materials or supplies meet one or more of the following criteria:

- Designated obsolete by the District Administrator.
- Found to be in violation of ordinance or statute.
- Exist in quantities exceeding the possibility of effective educational use by the District.
- Are educationally unsound, out of date, inaccurate or in unusable condition.

Textbooks, library books, and other instructional materials no longer needed or outdated by the district are to be disposed of by sale, scrapping, recycling, or incinerating.

Items no longer needed by the district are to be disposed of by making them available by periodically holding public sales.

Non-saleable items will be sold for salvage or destroyed.

All monies received from the sale of these items or salvage materials will be deposited in the General Fund.

The Board shall be informed of all transactions involving obsolete equipment and supplies.

The Board will seek approval at each annual meeting for authorization to dispose of public property.

LEGAL REFERENCE: Wisconsin Stat. 120.10(12)