

## **25.0 SCHOOL FURNITURE AND EQUIPMENT DISPOSAL**

25.1 The following procedure shall be observed in the disposal of school equipment or furniture:

25.1.1 Obsolete or unserviceable furniture and equipment, when repair is not in the best interest of the School District, shall be traded on new replacement furniture or equipment or it shall be sold if the School District has no further need of it.

25.1.2 The criteria to purchase new or replacement equipment and furniture shall be as follows:

25.1.2.1 Increase attendance.

25.1.2.2 Cheaper to replace than repair.

25.1.2.3 Obsolete.

25.1.2.4 New building or addition to existing building.

25.1.2.5 No longer able to perform the function for which it was originally purchased.

25.1.2.6 New educational programs.

25.1.2.7 Worn out.

25.1.2.8 No longer safe to use.

25.1.2.9 Replacement due to theft.

25.1.2.10 Mandated by law.

25.1.3 A surplus furniture and equipment list shall be made by each building Principal and supervisor. The list shall be turned in to the Superintendent of Schools or designee by June 30 who will share it with all principals and supervisors to determine if they have a use for it.

25.1.4 Any surplus equipment that has not appeared on the surplus list shall not be removed from the school nor will the school be allowed to replace it.

25.1.5 Equipment or furniture being replaced by proper authority shall be removed to a collecting point designated by the Superintendent of Schools or designee prior to or at the time of delivery of the new equipment or furniture.

25.1.6 If the value of an item to be sold shall exceed \$5,000.00, then the same shall be advertised and sold to the highest bidder at public auction. If there is not enough equipment to hold a public auction the Superintendent of Schools may sell it by using the price the specific item brought at the last auction plus the going inflation rate, the Superintendent of Schools can have it appraised by a qualified appraiser as to fair market value and then sell it or the Superintendent of Schools may sell it by using electronic marketing options available on the internet.

25.1.7 Unserviceable furniture or equipment having little or no sales value or trade-in value and that has been determined by the Superintendent of Schools to be of no use to the School District shall be classified as junk, destroyed and removed from the fixed asset inventory of the School District.

25.1.8 All decisions shall be made at the discretion of the Superintendent of Schools or designee.

Revised: July 13, 2011