

6881P: Disposal of Surplus Equipment and/or Materials

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other district personal property are as follows:

- A. The principal or department supervisor shall supply a written rationale which supports the obsolescence of the item.
 - B. All other departments and/or buildings shall have the opportunity to view the item during a two-week period.
 - C. If the item is not claimed during the two-week period, a value shall be placed on the item by two staff members who are familiar with items of a similar nature.
 - D. Interested public and private schools shall be advised in writing of a two-day period in which they shall have an opportunity to view and/or purchase the obsolete and/or surplus item.
 - E. The remaining item shall be available for purchase by the general public.
 - F. The district shall publicize this sale which shall be open to the general public.
 - G. The board shall specify the nature and conduct of any sale of property which exceeds the limits specified in policy.
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