

## **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. Items that have outlived their usefulness, are deemed a greater liability under district control than their value, are deemed to not be economically repairable, or those likely to no longer be used by the district shall be deemed obsolete or surplus.
- B. All other departments and/or buildings shall have the opportunity to view the item during a specified period. Items requested by another department or building shall be transferred after notifying the district property officer.
- C. The remaining items shall be available for purchase by the general public.
- D. Interested public and private schools shall be advised in writing of the existence of surplus items and procedures, which shall be used to view and purchase them.
- E. The district shall publicize this sale, which shall be open to the general public.
- F. The board shall specify the nature and conduct of any sale of property, which exceeds the limits specified in policy 6881.

Date: April 11, 1991

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