

## **Business and Non-Instructional Operations**

### **Sales and Disposal of Obsolete Books, Equipment, and Supplies**

Items, or groups of items, having a current value of \$2,000 or more, including obsolete or surplus books, equipment, and supplies shall be removed from the school district's inventory and disposed of only with the approval of the Orange Board of Education. Items with values less than \$2,000 may be disposed of upon the authority of the Superintendent of Schools. Upon approval of the Superintendent of Schools, items with no useful life or monetary value may be disposed of without further reference to this policy.

Procedures for disposal of obsolete or surplus equipment/materials shall be as follows:

1. Prior to public sale, the Superintendent shall notify all town agencies of the equipment or materials approved for disposal and shall request a written response within ten (10) days indicating the town agency's interest, or lack thereof, in such equipment or materials. The Superintendent of Schools may waive this procedure for material clearly not useful to other town agencies.
2. In the event that two or more agencies express interest in the equipment or materials, the Superintendent of Schools will determine which agency can make the best use of the equipment or materials and authorize transfer of the item to the appropriate town agency.
3. All transfers to town agencies shall be at no cost to the receiving agency.

Obsolete or surplus equipment/materials not transferred to town agencies may be sold at public sale. Community groups or organizations shall receive preference over individuals. Equipment/materials shall not be sold to an employee of the school district unless the equipment is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment/materials.

When books are sold either to used book vendors or shredders, this money must be returned to the General Fund. If and when books are given to the PTA/PTO, the PTA/PTO may dispose of them as they wish. Any monies received can be retained in the PTA/PTO accounts.

Legal Reference: Connecticut General Statutes

[10-47](#) Powers of regional board. Meetings.

[10-220](#) Duties of boards of education. Policy adopted:

[10-241](#) Powers of school districts

Policy adopted: May 13, 2013