

POLICY: DN
Approved: September 27, 2004
Reviewed:
Revised:

SCHOOL PROPERTIES DISPOSAL PROCEDURE

It shall be the policy of the School Board to dispose of surplus, 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:

1. Have been designated obsolete by the Administrator.
2. Have been found to be in violation of ordinance or statute.
3. Exist in quantities exceeding the possibility of effective educational use by the District.
4. Are educationally unsound, out of date, inaccurate or in unstable condition.

The building principal, serving as District property custodian, shall make the initial determination as to the condition of these items and refer to the Administrator for action.

Equipment, materials and supplies determined to be surplus or obsolete by the Administrator shall be classified and disposed of as follows:

1. Items having minimal or no resale value, as determined by the Administrator:

May be offered without cost to a charitable or civic organization or disposed of by the most expedient and efficient method without School Board approval.
2. Items having resale value, as determined by the Administrator:
 - a. Those estimated to have a fair market value of less than \$1,000 may be disposed of by the Administrator/designee at the most advantageous price by private sale, without advertising, and without School Board approval.
 - b. Items estimated to have a fair market value of \$1,000 or more shall be advertised for sale, upon School Board approval, in a newspaper of general circulation in the District and sold to the highest bidder. The School Board reserves the right to reject all bids.

All money received from the sale of surplus, obsolete equipment, materials or supplies shall be deposited by the Administrator in the general fund of the School District. Records of such transactions shall be maintained for five years.

LEGAL REFERENCE: Section 120.10(12) Wis. Statutes