

## **Series 3000 Business**

### **DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS (LOCAL SCHOOL DISTRICT VERSION)**

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material 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 or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

Approved: December 17, 2013 OLD SAYBROOK PUBLIC SCHOOLS Old Saybrook,  
CT

Revised 6/1/16

## CERTIFICATE OF DISPOSAL/SALE

### Step 1 - Disposal Requested

Requester: \_\_\_\_\_

Item: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Serial #: \_\_\_\_\_

Approximate Age: \_\_\_\_\_

Current condition: \_\_\_\_\_

Location: \_\_\_\_\_

Last inventory value: \_\_\_\_\_

Proposed date of disposal: \_\_\_\_\_

Proposed method of disposal (sell, donate, discard/scrap): \_\_\_\_\_

Head Custodian/MIS coordinator sign off (**Equipment Only**): \_\_\_\_\_

### Step 2 - Administrator Support of Disposal

Requesting Administrator Signature: \_\_\_\_\_

### Step 3 - Director of Operations Support of Disposal

Approved sale price: \_\_\_\_\_

Director of Operations, Facilities and Finance Signature: \_\_\_\_\_

### Step 4 - Disposal Approved

Superintendent Signature: \_\_\_\_\_

### Step 5 - Disposal Completed

Requesting Administrator Signature: \_\_\_\_\_

### Step 6 - Final Record Keeping

If sold, date money deposited: \_\_\_\_\_

Date item was removed from inventory: \_\_\_\_\_

Director of Operations, Facilities and Finance Signature: \_\_\_\_\_

Revised: 6/1/16

**Business/Non-Instructional  
Operations  
Disposal of Property**

Property of the Board of Education which is excess to the needs of the school system shall be disposed of according to the following policy guidance. Exceptions to this policy will be decided on a case-by-case basis.

1. Equipment Serviceable, lot or single item

Item/Lot Value: + \$5,000  
 Authority: Superintendent of Schools  
 Method: Advertise for Sale  
 Audit Trail: Certificate of Disposal

Item/Lot Value: - \$5,000  
 Authority: Superintendent of Schools  
 Method: Advertise for Sale  
 Audit Trail: Certificate of Disposal

2. Equipment Unserviceable, lot or single item

Item/Lot Value: any amount  
 Authority: Superintendent of Schools  
 Method: Bid  
 Audit Trail: Bid Award

Item/Lot Value: any amount  
 Authority: Superintendent of Schools  
 Method: Advertise for Sale  
 Audit Trail: Certificate of Disposal

3. Furniture Serviceable:

Item/Lot Value: any amount  
 Authority: Superintendent of Schools  
 Method: Advertise for Sale  
 Audit Trail: Certificate of Disposal

4. Furniture Unserviceable:

Item/Lot Value: any amount  
 Authority: Superintendent of Schools  
 Method: Advertise for Sale  
 Audit Trail: Certificate of Disposal

Books/Supplies, Outdated Equipment (Industrial arts, technology, etc.) Miscellaneous and non-saleable:

Item/Lot Value: usable  
 Authority: Superintendent of Schools  
 Method: Advertise for Sale  
 Audit Trail: Certificate of Disposal

Item/Lot Value: scrap  
 Authority: Superintendent of Schools  
 Method: Discretionary for Superintendent of Schools  
 Audit Trail: Certificate of Disposal

**Business/Non-Instructional  
Operations  
Disposal of Property**

Note 1: Serviceable or unserviceable property may be given to a requesting non-profit institution in the Town of Old Saybrook. The Board of Education will be informed.

Note 2: Period of advertised sale will be ten (10) calendar days. Residual items will subsequently be disposed of as scrap.

Regulation issued: June 3, 2003  
OLD SAYBROOK PUBLIC SCHOOLS Old Saybrook, Connecticut

Revised: 6/1/16