

<b>Title:</b>	<b>Disposal of School Property Procedures</b>	<b>Procedure ID:</b>	
---------------	---	----------------------	--

The district may dispose of surplus or obsolete equipment, materials and supplies no longer required to accomplish the mission of the school system.

1. The building principal or person in charge of the department where school property is located and is to be disposed will inform the Superintendent of the availability of the property.

2. The Superintendent shall post throughout the district a listing of property available for disposal. Any department or building which can use such equipment or supplies may inform the Superintendent within two weeks of the posting. If notified within the two week period the Superintendent will make reassignment of the property, otherwise the property will be disposed of. Surplus items will be classified and disposed of as follows:

1. Items having little or no resale value (under \$100) may be offered without cost to charitable and civic organizations, or disposed of by the most efficient method determined by the Superintendent or his or her designee.

2. Items having resale value:

a. Items with a fair market value more than \$100 but less than \$500 per item may be disposed by private sale as determined by the Superintendent or his or her designee.

b. Items having a fair market value more than \$500 per item or more will be advertised for sale unless the Board authorizes another disposal method such as a donation to charitable and civic organizations.

All money received from the sale of property will be deposited into the general fund of the district.

### References

<b>Responsible Owner:</b>	Hartford School District	<b>Contact(s): email</b>	debalsit@hartfordschools.net
<b>Approved By:</b>	Board Designee	<b>Revision History</b>	12-13-2016
<b>Approval History:</b>			
<b>Current Approval Date:</b>			
<b>Related Polices &amp; Procedures:</b>			
<b>Related Job Aids:</b>			