

## **Business/Non-Instructional Operations**

### **Disposal of Obsolete or Surplus Equipment/Materials**

Obsolete or surplus equipment/materials shall be removed from the school district's inventory and disposed of only with the approval of the Board of Education for items or a group of items having a current value of \$1,000 or more; items with values less than \$1,000 may be disposed of upon the authority of the Superintendent of Schools or his/her designee. Items with no useful life or monetary value may be disposed of, upon approval of the Superintendent of Schools or his/her designee, 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 Director of Business shall notify the First Selectman's Office of the equipment or materials approved for disposal and shall request a written response within ten (10) days indicating the town's interest in such equipment or materials. The Superintendent of Schools may waive this procedure for material clearly not useful to other town agencies.
2. All transfers to town agencies shall be at no cost to the Board of Education.

Obsolete or surplus equipment/materials not transferred to town agencies may be sold in public sale. Community service organizations (which are not town agencies) 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.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-240 Control of schools.

10-241 Powers of school districts.

Policy adopted: April 4, 2017

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

## **Business/Non-Instructional Operations**

### **Sales, Trade-In, or Disposal of Books, Equipment and Materials**

#### **Procedure for the Disposal of Obsolete or Surplus Fixed Assets**

The options for disposal will be one of the following alternatives:

1. Transfer item to another facility within the School District;
2. Use as a "trade-in" for new assets to be purchased;
3. Transfer item to a Town agency with the approval of the First Selectman;
3. Hold for a sale to be conducted by the Director of Business or his/her designee. Those items designated for sale will be sold to the highest bidder.

#### **The Sale of Obsolete or Surplus Fixed Assets**

1. All obsolete or surplus fixed assets will be collected at a location designated by the Director of Business.
2. Prior to the sale of obsolete or surplus fixed assets, the Superintendent or designee will notify, in writing, the First Selectmen as to their interest in inspecting and taking the assets for use in the town departments. For their information, a list of available assets will be furnished to the Selectmen.
3. The items to be sold will be advertised in the local newspaper. The notice will indicate a time and place when non-profit organizations and the public may view and/or bid on the items available.

(cf. 3440 - Inventories re Fixed Assets)