

**Disposal of Surplus Equipment and/or Materials**

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other district personal property are as follows:

- A. The principal or department supervisor shall supply a written rationale which supports the obsolescence of the item.
- B. All other departments and/or buildings shall have the opportunity to view the item during a two-week period.
- C. If the item is not claimed during the two-week period, a value shall be placed on the item by two staff members who are familiar with items of a similar nature. The value of textbooks shall be established as follows:

**New Books Purchased During Current Term: Full Cost**

Books 2 years old	80%
Books 3 years old	60%
Books 4 years old	40%
Books over 4 years old	20%

- D. Interested public and private schools shall be advised in writing of a two-day period in which they shall have an opportunity to view and/or purchase the obsolete and/or surplus item.
- E. The remaining item shall be available for purchase by the general public.
- F. The district shall publicize this sale which shall be open to the general public.