

## **Procedure - 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 will supply a written rationale which supports the obsolescence of the item;
- B. All other departments and/or buildings will 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 will be placed on the item by two staff members who are familiar with items of a similar nature. The value of textbooks be established as follows:

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

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

- D. Interested public and private schools will be advised in writing of a two-day period in which they will have an opportunity to view and/or purchase the obsolete and/or surplus item;
- E. The remaining item will be available for purchase by the general public;
- F. The district will publicize this sale, which will be open to the general public; and
- G. The board will specify the nature and conduct of any sale of property which exceeds the limits specified in [policy 6882, Sale of Real Property](#).

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