

Business/Non-Instructional Operations

Disposal of Property

The Superintendent or his/her designee shall be authorized to dispose of excess, obsolete or surplus property, material and equipment in accordance with the following procedures.

I. Equipment and Supplies

Each school principal shall provide for review by the Superintendent an accurate report of the fixed assets declared obsolete or surplus. The Superintendent shall be authorized to dispose of excess, obsolete or scrap furnishings, material and equipment in accordance with the following procedures:

1. Category 1

Items declared obsolete or surplus shall be brought to the attention of the appropriate school staff and considered for transfer or storage for future use within the schools. Items must be for school use and may not be transferred or stored for personal use.

2. Category 2

Items not transferred within the schools will be brought to the attention of appropriate town officials. Items must be for town use and may not be for personal use. After a reasonable period of time, Category 2 items not claimed by the town will be placed into Category 3.

3. Category 3

Items not claimed by the schools or town will be made available to interested parties through a publicly announced auction. Proceeds from such auction shall be turned over to the town. Assets purchased are to be removed from school property by the purchaser.

4. Category 4

Items unclaimed following the public auction shall be disposed of in accordance with state and local law.

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Disposal of Property (continued)

II. Books

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the sale, donation or disposal of outdated books which are no longer useful to the educational program. Any proceeds from the disposition of books shall be returned to the town. Books declared unusable or otherwise not useful to the educational program shall be first offered for sale to used book vendors or shredders. Remaining unsold books shall be disposed of first by donation to school organizations/clubs or non-profit educational organizations; then offering remaining books to the public free of charge; and finally by recycling/destruction of remaining books.

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: October 21, 2008

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut