

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON SALE AND DISPOSAL OF BOOKS AND EQUIPMENT

3260AR

Textbooks and/or equipment no longer needed by the school district may be disposed of in accordance with the following procedures.

- The Library Media Specialist may determine the usefulness of a Library Media Center book and/or other instructional media in regards to its disposal.
- The Principal or designee may determine the usefulness of equipment valued at one hundred dollars (\$100) or more in regard to its disposal.
- In addition, the Director of Finance, Manager of Construction, Security, and Safety, Manager of Technology, and School Services Liaison may determine the usefulness of equipment valued at one hundred dollars (\$100) or more in regards to its disposal.

Textbooks and/or equipment will be offered to:

1. any other school within the district;
2. all other departments within the Town of Fairfield;
3. sold at bid or open sale with all proceeds accruing to the Town of Fairfield;
4. if and when equipment, books, and/or other media are given to the PTA, the PTA may dispose of them as they wish. Any monies received from said disposal may be retained in the PTA account; or
5. offered as a donation to needy students through a recognized non-profit organization.

8/27/2004