

SCHOOL PROPERTIES DISPOSAL PROCEDURE

No equipment or supplies shall be disposed of until permission has been received from the Sunapee School Board. The board shall determine whether the material involved has salable value, and if such shall be the case, it shall authorize the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment and/or supplies shall be determined by the board.

The board authorizes the Superintendent or the Superintendent's designee to dispose of obsolete items according to the following priority actions:

1. By selling to the highest bidder or whatever other business arrangement is in the best interest of the school district.
2. When practicable, the board shall donate such items to charitable organizations and schools.
3. By giving such items to local citizens.
4. By removal to the town dump.

Sale of real estate shall be by the vote of the electorate of the school district at an annual or special school district meeting, and the revenue derived from the sale of school property shall be returned to the general fund, except as otherwise may be determined by vote of the school district meeting.

The recipient of any item must sign a form releasing the school district from any liability.

Fixed asset inventories will be amended to reflect changes in values through disposal.

First Reading:

January 7, 2003

Second Reading and Approval:

March 4, 2003

Reviewed:

January 15, 2014