

DN – EQUIPMENT AND SUPPLIES SALES

The Wilton-Lyndeborough Cooperative School District authorizes the Superintendent of Schools to dispose of surplus and/or obsolete personal property items according to the following priority actions with the exception of items to be transferred to any employee. Such transactions will require School Board approval. Personal property items are defined as any item not considered a vehicle, land, real estate or a permanent building. The Superintendent of Schools shall identify and post an internal district wide announcement of the planned disposition.

1. By selling to an advertised, highest sealed bid if the item's estimated value is greater than One Thousand Dollars (\$1,000).
2. Disposal of an item of value which is estimated to be less than One Thousand Dollars (\$1,000) using whatever business arrangement is in the best interest of the school district.
3. When practicable, by donating such items to charitable organizations and schools.
4. By disposal to the local landfill or salvage facility.

No supplies or equipment shall be disposed of without permission from the Superintendent of Schools. He/She will determine whether the items are salable, and if such shall be the case, he/she shall authorize the sale of the materials. If items are not salable, then proper disposal of books, equipment and/or supplies shall be in accordance with the above-prioritized actions. The revenues generated shall be returned to the general fund to defray costs of current expenses.

When items are disposed of, the following information of the disposal must be recorded and forwarded to the Superintendent for inclusion in the annual audit.

1. Description of the item, including the serial number.
2. Reason for disposal.
3. Original purchase price, if available.
4. Amount of funds received from disposal.
5. Estimated market value at the time of disposal.

6. Name of person, firm, etc. that took possession of the disposed goods.
7. Method of disposal.

Legal Reference:
CFR 34, Sec. 80.32

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