

**SERIES 600
FISCAL MANAGEMENT**

690

DISPOSAL OF EQUIPMENT, FURNITURE AND SUPPLY ITEMS

Equipment, furniture or supply items no longer needed by the District may be disposed. Unusable items may be donated, destroyed, or sold for salvage. All monies received from the sale of these materials will be promptly forwarded to the business office for deposit in the General Fund.

Items having a unit cost to the District of less Than \$1,000 may be sold or disposed of with the approval of the District Administrator and the Business Manager.

Items having a unit cost to the District of \$1,000 - \$5,000 may not be sold or disposed of without blanket approval from the Board.

Items having a unit cost to the District of more than \$5,000 may not be sold or disposed of without specific Board approval on an item-by-item basis.

This policy is not intended to apply to sales or disposals which occur as trade-ins when items (such as vehicles) are replaced, or when a subsystem of a large piece of equipment (such as a boiler) is being upgraded. For the purpose of this policy, "unit cost" refers to the price of the item at the time of acquisition.

Legal References:

Cross References:

Date of Adoption: November 20, 1996

Date of Revision: March 21, 2012