

**PROCEDURES FOR DISPOSAL OF OBSOLETE OR SURPLUS  
EQUIPMENT/MATERIAL**

Disposal of items with current value of \$1,000 or more require approval of the Board of Directors. Items with values less than \$1,000 may be disposed of upon authority of the Executive Director or his/her designee. Items with no useful life or monetary value may be disposed of upon approval of Director without further reference to this policy.

Procedures for disposal:

1. Prior to public sale the Director of Business/Finance shall notify all LEARN school districts of the equipment or materials approved for disposal and shall request a response within ten (10) days indicating the district's interest in such equipment or materials. The Executive Director may waive this procedure for material clearly not useful to districts.
2. In the event that two or more districts express interest in the equipment or materials, the Executive Director will determine which district can make the best use of the equipment or materials and authorize transfer of the item to the appropriate district.

Obsolete or surplus equipment/materials not transferred to districts may be sold in public sale. Groups or organizations (which are not districts) shall receive preference over individuals. Equipment/materials shall not be sold to an employee of LEARN unless the equipment is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment/materials.

Procedure adopted: October 11, 1990  
LEARN

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**DISPOSAL OF SURPLUS PROPERTY FORM**

It is recommended that the equipment/materials listed below be designated obsolete or surplus and disposed of as per Board of Director's Policy #3260.

Estimated current value is \$1,000 or more \_\_\_\_\_

Estimated current value is less than \$1,000 \_\_\_\_\_

No monetary value \_\_\_\_\_

Name of item \_\_\_\_\_

Brief description \_\_\_\_\_

Model name and number \_\_\_\_\_

Approximate date of purchase \_\_\_\_\_

Estimated remaining useful life \_\_\_\_\_

Any other pertinent data \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location where item(s) can be seen

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School/department \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Administrator's Signature

Date