

### DISPOSITION OF SURPLUS PROPERTY

The Board requires the Superintendent, or his/her designee, to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

#### A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

#### B. Equipment

The District shall inspect the equipment periodically, to determine the condition and usability of such equipment. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining
3. obsolete and no longer contributing to the District
4. some potential for sale at an auction
5. creates a safety or environmental hazard

#### C. Disposition

The Superintendent, or his/her designee, is authorized to dispose of obsolete instructional and other property by selling, it to the highest bidder, or for fair market value; or in the case of property with virtually no value by donating to appropriate parties, or by proper disposal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

Where feasible, the sale of school equipment will be advertised in the local newspaper and/or school newsletter, and items will be made available to South Lyon residents first. The Board will be notified monthly of all sales in excess of \$500.