

## **DN – EQUIPMENT AND SUPPLIES SALES**

**Category Recommended – While these policies are not required by law, they are highly recommended for effective school board operations.**

No equipment or supplies shall be disposed of until permission has been received from the Winchester 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.

### **SCHOOL PROPERTIES DISPOSAL PROCEDURE**

The Board authorizes disposition 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 Winchester School District
2. When practicable, the Board shall donate such items to charitable organizations and schools.
3. By giving such items to local citizen.
4. By removal of appropriate methods.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting, and the revenue derived from there will be returned to the general fund to defray costs of current expenses.

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

#### **Legal Reference:**

***CFR 34, Sec. 80.32***

Reviewed: March 2004

Revised: November 1999

Revised: July 1998

Reviewed by WSB 3/4/04, 4/1/04

Approved by WSB 5/6/04

Reviewed by WSB 1/12/09

Approved by WSB 1/22/09

Reviewed & Approved 5/10/18, 3/2/2023