

BusinessSales & Disposal of Books, Equipment & SuppliesDisposition of Outdated Books, Equipment & Supplies

No obsolete or surplus equipment or materials will be discarded or disposed of by any school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or the Business Administrator, hereinafter referred to as the Assistant Purchasing Agent for the City.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school system, the Superintendent of Schools or the Assistant Purchasing Agent shall notify the City Manager of the equipment or materials approved for disposal, and shall request a written response within 15 days indicating the City's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the City may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material 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 or materials.

The Superintendent of Schools may also authorize supplies, materials or equipment to be exchanged or traded in for new supplies, materials and equipment.

If the equipment and materials cannot be donated, exchanged or sold, the Superintendent of Schools or the Assistant Purchasing Agent may dispose of such items.

Legal Reference: Connecticut General Statutes  
 10-220 Duties of boards of education  
 10-240 Control of schools  
 10-241 Powers of school districts

Policy Adopted: 12/18/84  
 Policy Revised: 5/21/85

NORWICH PUBLIC SCHOOLS  
 Norwich, Connecticut

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