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School Properties - Disposal Procedure

Capital materials/equipment shall be disposed of by a resolution of the Board.

The Board shall determine, after receiving recommendations from its committees or administration, whether the material involved has saleable value, and shall instruct the secretary treasurer to arrange for the sale of the material. If the material does not have saleable value, its proper disposal shall be determined by the Board.

Inventoried materials which have been determined as no longer functional shall be approved for disposal by the school principal.

In all instances records of disposal shall be maintained, whether the disposal occurs at an individual school or office, or in a central storage facility.

3 Aug 76(9); Rev 15 Oct 85