Cambria-Friesland School District Chapter Code: DJD

Board of Education Policy Original Board Policy

DISPOSAL OF EQUIPMENT, FURNITURE AND SUPPLY ITEMS

Equipment, furniture, or supply items no longer needed by the District may be disposed. Unusable items may be donated, destroyed, or sold for salvage. All monies received from the sale of these materials will be promptly forwarded to the business office for deposit in the General Fund.

Items having a unit cost to the District of less than $2,500 book value may be sold or disposed of with the approval of the District Administrator and the Buildings and Grounds Supervisor.

Items having a unit cost to the District of more than $2,500 book value may not be sold or disposed of without approval from the Board on an item-by-item basis.

This policy is not intended to apply to sales or disposals which occur as trade-ins when items (such as vehicles) are replaced, or when a subsystem of a large piece of equipment (such as a boiler) is being upgraded. For the purpose of this policy, “unit cost” refers to the price of the item at the time of acquisition.

All money received from the sale of surplus, obsolete equipment, materials, or supplies shall be deposited by the District Bookkeeper in the General Fund of the school district. Receipt of such transactions shall be maintained in accordance with Board adopted records retention schedule.

Approved: March 26, 2012