

DANBURY PUBLIC SCHOOLS

Danbury, Connecticut

POLICY

OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS DISPOSAL

Adopted: 9/8/99

Policy No. 3-611

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No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or designee.

In the event any material, equipment, furnishing or other personal property is no longer needed by the School District, it shall be transferred to the custody of the purchasing agent of the City of Danbury. If the purchasing agent shall determine that no other agency has need for such item, he shall declare it surplus. Any such item or group of related items of one hundred dollars (\$100) or less in value may be sold by the purchasing agent. If the value of any such item or group of items exceeds one hundred dollars (\$100) but does not exceed twenty five hundred dollars (\$2,500), it, or they, may be sold by the purchasing agent with the approval of the Danbury Board of Education or the Mayor of the City of Danbury, and in other cases upon prior approval of the Common Council of the City of Danbury.

This shall not apply to the trade-in of materials where the trade-in is to be considered in the offset of the price for materials, commodities or services sought to be purchased. (Ord. No. 425, 9-4-91)

REFERENCE:City of Danbury Ordinance Section 2-153 Disposal of Surplus Property