

Trinity Area  
Sch Dist

Policy

Title

706.1 Disposal of Surplus and Obsolete Property

Section

700 Property

Adopted

Thursday, December 4, 2014

Last Revised

Thursday, February 2, 2017

Content

**Purpose**

The purpose of this policy shall be to establish the procedure for the disposal of surplus or obsolete district property and equipment.

**Authority**

No surplus or obsolete district property may be disposed of without the prior approval of the Board.

**Definition**

The term **property** shall be defined to include all items purchased by the district, except items which shall be disposed of through their ordinary use, as such, office, maintenance, custodial and educational supplies.

**Delegation of Responsibility**

It shall be the responsibility of each building principal, director and supervisor to provide the Superintendent, on or before May 1 of each year, with a list of all surplus and/or obsolete property which the building principal, director and supervisor deems to be surplus or obsolete property in need of disposal.

The Superintendent shall submit a request and recommendation concerning the disposal of surplus and/or obsolete property to the Board. The Board shall approve the disposal of surplus or obsolete property, including the method by which the obsolete property and equipment shall be disposed of by the district.