

## SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Board authorizes disposition of obsolete items according to the following priority actions:

1. By selling to highest bidder or whatever other business arrangement is in the best interest of the School District including selling/donating to other city departments.
2. When practicable, the Board shall donate such items to charitable organizations and schools.
3. By giving such items to local citizens
4. By removal to the town dump.

Any revenue will be deposited to the appropriate general fund revenue account.

Fixed assets inventories will be amended to reflect changes in values through disposal.

First Reading: October 6, 2010

Second Reading: October 20, 2010

**Adopted: October 20, 2010**