

**Series 3000  
Business**

**DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS**

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 and/or designee. The principal or his/her designee (ie. Facilities Manager or Head Custodian) will prepare lists of such equipment and materials annually and forward such lists to Executive Director or its designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Executive Director or his/her designee.

Obsolete or surplus equipment, technology or materials may be disposed of, donated, or sold to the general public in a manner determined by the Executive Director to be in the best interests of Interdistrict School for Arts and Communication (ISAAC). Such equipment or materials shall not be donated to an employee of ISAAC and shall only be sold to an employee of the school if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment, technology or materials.

If the equipment, technology and materials cannot be donated or sold, the Executive Director or his/her designee may dispose of such items.

ADOPTED: 10/12/2012

REVISED: 5/9/2018

4/25/12