



BOARD POLICY 690

690 - 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. At the discretion of the District Administrator, proceeds from the sale of these materials may be reinvested into the program and/or school from which the material is sold from.

Items having a unit cost to the District of less than \$1,000 may be sold or disposed of with the approval of the District Administrator and the Director of Business Services.

Items having a unit cost to the District of \$1,000-\$5,000 may not be sold or disposed of without blanket approval from the Board. The Board will be made aware of the intended use of any proceeds.

Items having a unit cost to the District of more than \$5,000 may not be sold or disposed of without specific Board approval on an item-by-item basis. Prior to any Board approval, the Board will be made aware of the intended use of any proceeds.

This policy is not intended to apply to sales of 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.

Legal Ref.: Section 120.13(25) Wisconsin Statutes
Cross Ref.: Board Policy 691 – Disposal of Obsolete Instruction Materials

Approved: March 18, 1997
Revised: December 17, 2009
Revised: January 20, 2011
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