

## 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.

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.

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.

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