



The Board recognizes that surplus or obsolete equipment may be of benefit to other schools, organizations, or individuals, and encourages proper disposal of such equipment.

- Contact the Facility Maintenance/Capital Project Supervisor regarding the equipment that has become surplus or obsolete. At this point it can be determined if: a) the equipment should be forwarded to the Division Office, which can act as a clearing house for several schools, or b) other schools should be contacted to see if they have any need for the equipment in question. NOTE: The schools will be credited for any equipment that is sold from the Division Office.
- If it is determined that the equipment can be sold by the school, the Principal should advertise the equipment and the purchase price in the local paper(s).
- A precise sale starting time, location, etc. should be advertised and adhered to in order to avoid advance selling. All sale items should be on hand at the commencement of the sale.
- It should be clearly established that all equipment is sold “as is”. A money back guarantee is not provided for in the event of equipment failure.
- The make, model, and serial number of the equipment that has been sold, along with the money, should be forwarded to the Secretary-Treasurer/CFO. This money will be credited to the appropriate school account.