

**PROCEDURE FOR DISPOSING OF ANY DISTRICT PROPERTY:**

1. In July of each year, and as often throughout the year as necessary, building administrators and support staff supervisors should identify obsolete or surplus equipment and supplies within their area(s) of responsibility.
2. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.
3. One form may be filled out per administrator/supervisor to indicate those items being considered for disposal.
4. The form should be submitted to the Superintendent of Schools, and consist of a complete description of the item (including serial number, if applicable) and reason for disposal.
5. The Superintendent will make a decision of whether the item should be relocated, saved, sold, donated, or discarded, based on the following criteria:
  - a. The material in question exists in quantities exceeding the possibility of effective educational use by the District.
  - b. The material is educationally unsound, out-of-date, inaccurate, or in an unusable condition.
  - c. The material is occupying space that could otherwise be used for educational programs and the material is not in current demand or is not anticipated to be in demand in the foreseeable future.
6. The Superintendent will submit a list of items and disposition to the Board of Education as an information item.
7. Once the form is signed by the Superintendent and Board of Education President (if applicable), a copy will be returned to the person requesting disposal and the approved action may be taken.
8. Any monies received as a result of disposal shall be accounted for and be placed in the District funds as receipts for the current fiscal year.

NEWFIELD CENTRAL SCHOOL DISTRICT

DISTRICT PROPERTY DISPOSAL FORM

*Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. The superintendent will determine if the items may be relocated, saved, sold, donated, or discarded. NOTE: Permission must be obtained from the superintendent prior to disposal or removal of any district property.*

Name of Person Requesting Disposal of District Property: \_\_\_\_\_  
(please print)

**INSTRUCTIONAL MATERIALS**

- Library books
- Textbooks
- Other (describe): \_\_\_\_\_

Book Title \_\_\_\_\_  
Publisher \_\_\_\_\_  
Publication date \_\_\_\_\_  
BOE adoption date \_\_\_\_\_  
Quantity \_\_\_\_\_  
Reason for Disposal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FURNITURE**

- Student Desks
- Student Chairs
- Cafeteria Tables
- Teacher/Office Desks
- Teacher/Office Chairs
- Computer Desk
- Other (describe): \_\_\_\_\_

Quantity \_\_\_\_\_ Description \_\_\_\_\_  
Reason for Disposal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPPLIES**

- Wood
- Paint
- Copper/Metal
- Wire
- Light bulbs
- Batteries
- Chemicals
- (Describe) \_\_\_\_\_

Quantity \_\_\_\_\_ Description \_\_\_\_\_  
Reason for Disposal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEWFIELD CENTRAL SCHOOL DISTRICT

**EQUIPMENT**

- Computer
- Computer Monitor
- Printer
- Copier
- Vacuum
- Floor Polisher
- Mop/Broom
- Buckets
- Garbage Can
- Lawn Mower
- Plow
- Ladder
- Other (describe): \_\_\_\_\_

Quantity \_\_\_\_\_ Description/Model #/Serial #/Manufacturer \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Disposal \_\_\_\_\_  
 \_\_\_\_\_

**TRANSPORTATION**

- Bus
- Other (describe): \_\_\_\_\_

Quantity \_\_\_\_\_ Description \_\_\_\_\_  
 Reason for Disposal \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Person Requesting Disposal of District Property \_\_\_\_\_  
 Date



Decision:     Disposal                       Relocate                       Sell/Trade  
                   Continue to use                       Store for future use                       Donate to \_\_\_\_\_  
                   Other \_\_\_\_\_

\_\_\_\_\_  
 Signature of Superintendent \_\_\_\_\_  
 Date