

Swan River Montessori Charter School

Adopted: August 2005

Revised: 5.21.24

Disposal of Equipment and Materials

Purpose

The purpose of this policy is to set forth the provisions that must be followed when disposing of school equipment and materials.

General Statement of Policy

The School Director shall set procedures for obsolete books, equipment, and supplies. All sales of obsolete equipment and supplies shall be properly recorded. No private sale shall be made of district property. The highest price possible will be sought.

Procedural Compliance

Approval – Staff members will report, either verbally or in written form, to the School Director when ready to dispose of surplus fixed asset (inventoried) items. Once the report is submitted, the School Director will adhere to the following:

- A. Depending on condition, technology, and use, deleted items may be offered for redistribution to other charter schools, offered for sale to the public, or junked.
- B. The School Director will determine the disposal method and, if applicable, the process used for advertisement and public sale.
- C. The School Director will work collaboratively with the school's business/financial manager to retain all appropriate records of disposals.
- D. A follow up report may be provided to the Board of Directors.
- E. This policy applies only to assets valued at \$1,500.00 or more and items maintained at the discretion of school administration.