

POLICY 802 – DISPOSAL OF OBSOLETE EQUIPMENT AND MATERIAL**I. PURPOSE**

The purpose of this policy is to provide guidelines for the timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material. Achieve acknowledges that purchasing equipment and materials for special education are for the sole purpose of meeting instructional and related service needs of eligible students as scripted on their IEPs. It is acknowledged that all equipment purchased with federal funds including federal Special Education funds or other federal programs must be identified, labeled, and inventoried at the time of distribution.

III. MANNER OF DISPOSITION

If such equipment is in need of disposal, the administrator shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value. Upon disposal, a form for disposal will be attached to the original purchase order. The disposal form will include but not be limited to:

- equipment description
- inventoried number
- signature of the administrator
- signature of a second staff member
- disposal receipt if available

If such equipment is no longer a need for the school, the administrator shall be authorized to properly donate such equipment to another LEA. Upon donation, a form will be attached to the original purchase order. The donation form will include but not be limited to:

- equipment description
- inventoried number
- signature of the administrator
- signature of the receiving administrator