

## DISPOSAL OF SURPLUS ITEMS

All property to be disposed of by informal bid, auction or pre-priced sale will be identified to the superintendent or his/her designee who will be responsible for disposing of surplus or obsolete property as follows.

1. Coordinate reassignment of property with affected building principal or director.
2. Arrange for public auction as required.
3. Advertise for sealed bids.
4. Approve destruction of property.

All moneys received as a result of disposal will be deposited in the appropriate board revenue account.

Approved: December 18, 2003

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