

DOVER SCHOOL DISTRICT	POLICY CODE: DN
DATE OF ADOPTION: JANUARY 9, 2006	PAGE 1 OF 1

## SCHOOL PROPERTIES DISPOSAL PROCEDURE

The School Board authorizes disposition of obsolete and unusable items (non-real estate) according to the following priority actions:

1. By selling to the highest bidder or whatever other business arrangement is in the best interest of the school district.
2. When practical, by donating such items to charitable organizations and schools.
3. By giving such items to local citizens
4. By selling for salvage or dispose of in an appropriate manner any items *that* are unsalable or unwanted.
5. By Transferring property from one department to another.
6. By including surplus equipment as trades on replacement equipment.

Fixed asset inventories will be amended to reflect changes in values through disposal.

### Statutory/Regulatory/Policy Cross References

CFR 34, Sec. 80.32