

## SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Evansville Community School District shall dispose of obsolete equipment, materials, or supplies no longer required to accomplish the mission of the school system.

### I. Non-Real Property

Action to dispose shall be taken when equipment, materials, or supplies:

1. Have been designated obsolete by the District Administrator or designee.
2. Have been found to be in violation of ordinance or statute.
3. Exist in quantities exceeding the possibility of effective educational use by the District.
4. Are educationally unsound, out of date, inaccurate, or in unusable condition.

The District Administrator, or designee, shall be authorized to dispose of obsolete equipment or materials having a value of less than \$1,000 by the most expedient and efficient method. Individual items valued at more than \$1,000 will be sold through a competitive process determined by the District Administrator or designee. The Board shall be notified of the disposal of individual items having a value of more than \$1,000. The Business Manager shall deposit the funds appropriately.

### II. Textbooks and Instructional Materials

The District Administrator, or designee, in consultation with the Principal and Director of Curriculum and Instruction will identify and dispose of textbooks or other instructional materials in one or more of the following ways:

1. Transfer to another school in the District.
2. Contact resellers to determine any resale possibilities.
3. Allow the building principal to give outdated materials to students who would benefit from having the materials.
4. Consider requests from community organizations for donation of obsolete textbooks or instructional materials.
5. Any obsolete textbooks remaining will be forwarded to the Director of Buildings and Grounds for disposal.

### III. Sale of Real Property

The District Administrator shall recommend the sale of district owned sites or facilities to the Board of Education. If the Board of Education determines it is appropriate to sell a site and/or facility, the Board must present a recommendation to the electors at the District's annual or a special meeting for approval. Prudent business practices for the sale of real property will be used throughout the process.

Property purchased with federal funds will be disposed of according to the applicable federal laws.