

Section E

Business and Non-Instructional
Operations

File Code: E-16-1

Policy: Inventory and Disposal of Excess Equipment, Furnishings and Supplies

Date Adopted: March 1990

Date Coded: October 3, 1994

Date Amended: October 7, 2004

An inventory of all equipment, furnishings and stock items will be maintained and updated annually. A copy of the inventory list will be kept on file with the Supervisor of Buildings and Grounds as well as with the school principal.

When Green Mountain Union High School staff members believe that removable pieces of equipment or furnishings and or quantities of unused supplies are of no further use to the school district and that continued storage is more of a burden than a blessing, the following steps may be taken:

1. Seek the approval of the school principal to proceed with plans to either scrap or sell the items in question.
2. With the principal's approval in hand:
 - a. Items of very limited or no resale value should be scrapped in an environmentally sound and legal manner.
 - b. Items with a resale value under \$1,000 will be advertised (student, parent and faculty newsletters and/or newspapers) as available through a sealed bid procedure with a fair period of time allowed between the announcement and the bid opening (2 weeks is sufficient).
 - c. Items with a likely resale value in excess of \$1,000 will be sold in the aforementioned manner if the principal's approval is joined with that of the Board of School Directors.