

## Business

### Sales, Loans and Disposal of Books, Equipment, Materials, Supplies, and other Personal Property

District property will not be loaned to members of the public or to District employees without the express written approval of the Chief Financial Officer or school principal unless the items are publications or related materials from the school library. The loan of property must relate to a furtherance of the District's educational interests.

The responsibility for the disposal of unneeded school property has been delegated to the Chief Financial Officer. Written records will be kept of such transactions which shall include a list of property, type of disposition and value received.

The following factors are to be considered in determining when school property should be disposed of by the District:

1. The items cannot be repaired.
2. The cost to repair is excessive in relationship to worth.
3. It is not feasible to use the item for trade-in purposes.
4. The item is obsolete.
5. The item has been replaced by a different kind of item, process or procedure.
6. The item is surplus and will remain surplus in the foreseeable future.

Items approved for disposal will be disposed of as follows:

1. Textbooks shall first be offered for purchase to used book vendors. Remaining textbooks should be made available to nonpublic schools and other nonprofit organizations at a nominal fee. All textbooks that still remain will be sold to a salvage company or discarded if of no value.
2. Equipment, materials and supplies will be made available on a reasonable basis to any recognized nonprofit organization or will be sold to the public periodically during the year. Items that cannot be sold but have scrap value will be disposed of in the most economical way. Items that cannot be sold and have no scrap value will be discarded or destroyed. Monies received from these sales will be deposited in the general fund. Notice of the details for public sale of property designated for disposal will be made by public announcement through the radio and community newspapers.

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District employees will only be allowed to purchase property offered at the public sale under the same guidelines as other citizens.

Legal Reference: Wisconsin Statutes § 120.10(12)

Administrative Regulation adopted:	February 14, 1977
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