

East Stroudsburg Area School District

SECTION: PROPERTY

TITLE: DISPOSAL OF EQUIPMENT,
SUPPLIES AND TEXTBOOKS

ADOPTED: July 19, 2004

REVISED:

706.1 DISPOSAL OF EQUIPMENT, SUPPLIES, AND TEXTBOOKS	
1. Purpose	Equipment, supplies and textbooks in the school district, which become obsolete or are not longer needed by the school district, may be disposed of upon approval of the Superintendent.
2. Guidelines	<p>Equipment and supplies may be disposed of utilizing any of the following methods:</p> <ol style="list-style-type: none"> 1. Trades on new equipment. 2. Disposed of at public sale. 3. Disposed of at a private sale. 4. Sealed quotes. 5. Discarded. <p>Funds received from the sale of outdated equipment and supplies shall be deposited in the school district's general account. The disposition of outdated equipment and supplies shall be managed by the Business Manager.</p> <p><u>Books</u></p> <p>Obsolete or outdated textbooks or library books shall be reviewed annually and disposed of in the following general priority:</p> <ol style="list-style-type: none"> 1. Placement in classrooms as supplemental materials. 2. Sold to commercial used book purchasers by quotation. 3. Sold to private schools by quotation. 4. Student/parent fair giveaway. 5. Disposal as classified "junk" textbooks.

Funds received from the sale of outdated textbooks shall be deposited in the school district's general account. The disposition of outdated textbooks shall be managed by the Business Manager.

No person shall act as agent for school books or school supplies if she/he is an employee of the school district and/or if she/he was thus employed during the preceding school year.