

**DISPOSAL OF SURPLUS FURNITURE, SUPPLIES,**  
**BOOKS AND EQUIPMENT**

The Centennial School Board recognizes that decreases in enrollment, the closing of school buildings, changing technology, on-going usage, and other factors make it necessary for the District to dispose of surplus and/or outdated furniture, supplies, books, and/or equipment.

The Superintendent is responsible for the implementation of this policy.

**Policy: 4.8**

Adopted: ..... 11/27/79

Amended: ..... 04/08/86

..... 04/10/90

..... 05/17/94

..... 06/23/98

..... 05/14/02

..... 05/11/04

..... 03/23/10

DISPOSAL OF SURPLUS FURNITURE, SUPPLIES, BOOKS AND EQUIPMENT

I. Declaration of Surplus Items

- A. The principal shall annually identify those textbooks, library materials, equipment, furniture and/or supply items that are outdated or damaged to be transferred to storage and/or recommended for sale or disposal.
- B. An inventory of such items shall be sent to the Director of Business Administration.
- C. The Director of Facilities, Engineering, and Services shall arrange for the transfer of the item.

II. Sale/Disposal of Surplus Items

Computers

- A. The Director of Facilities, Engineering, and Services shall, with advice and assistance of the Director of Technology and Information Services, determine the value of surplus computers.
- B. Those computers deemed to still have some usefulness will be first offered for sale on a first come/first serve basis at a fee sufficient to cover District expenses associated with such a sale.
- C. In cases where families of District students express an interest in one of these surplus computers, but cannot afford the charge, provisions will be made, where possible, to provide a computer without charge.
- D. Those computers not deemed to be saleable will be used for parts or disposed of by the Facilities Department.