

VENANGO TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: DISPOSAL OF SURPLUS,
OBSOLETE AND
IRREPARABLE FURNITURE
AND EQUIPMENT

ADOPTED: June 1, 2009

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;">706.1. DISPOSAL OF SURPLUS, OBSOLETE AND IRREPARABLE FURNITURE AND EQUIPMENT</p> <p>The Joint Committee agrees that the administration should review school operations for surplus, obsolete and irreparable furniture and equipment whenever necessary.</p> <p>Disposal of items with a value of less than \$300.00 may be authorized by the Director. Those items over \$300.00 will be prepared on a list and presented to the Joint Committee to be declared obsolete, surplus and/or irreparable.</p> <p>Items being traded in on new or replacement equipment and furniture do not apply to this policy.</p> <p>The Joint Committee authorizes the Director to establish appropriate administrative regulations to implement this policy.</p> <p>The disposal process shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. Advertise items for sale by sending a list of items to the center staff, school districts and the local newspaper. 2. Establish date(s), time and place for inspection of items for sale. 3. Receive sealed proposals for the purchase of items. Proposals must include item number from listing, quantity desired, amount offered per item, the name and address of person submitting the proposal, and the date. 4. Highest price offered per item will be sold to the successful bidder; however, the administration reserves the right to reject any or all bids. 5. If items are not sold through the above procedures, authorization is granted to the administration to have unsold items hauled away. The hauler shall sign a statement verifying the removal of unsold items.
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