

Disposal of Surplus Equipment and/or Materials

The procedures for the sale of obsolete and/or surplus equipment, supplies, furniture and other District personal property are as follows:

- A. The principal or director shall supply the District office a written surplus list;
- B. Departments and/or buildings shall have the opportunity to view and claim the item(s) during a two (2) week period;
- C. If the item(s) is not claimed during the two (2) week period, a value shall be placed on the item(s) by someone who is familiar with items of a similar nature. The value of textbooks shall be established as followed:

New Books Purchased During the Current Term		Full Cost
Books	Two (2) years old	80%
	Three (3) years old	60%
	Fore (4) years old	40%
	Over fore (4)years old	20%
- D. Interested public and private schools shall be advised in writing of a viewing period in which they shall have an opportunity to view and/or purchase the obsolete and/or surplus items(s);
- E: The remaining item(s) shall be available for purchase by the general public
- F. The District shall publicize this sale which shall be open to the general public; and
- G. The Board shall specify the nature and conduct of any sale of property which exceeds the limits specified in policy 6881.

Any District employee, other than a school bus driver, who transports students for school activities in a District or private vehicle, must have a valid driver's license issued by the state department of licensing, or their state of residence, and proof of insurance. Such drivers may only operate vehicles with a manufacturer's rated seating capacity of ten (10) or less and may not drive students on scheduled routes between home and school.

Tenino School District

Endorsed by the Board: May 20, 1999