

PROCEDURE WSD306

WINOOSKI SCHOOL DISTRICT

DISPOSITION OF EXCESS AND/OR OBSOLETE PROPERTY

1. All items considered to be obsolete and/or excess will first be offered to other departments/ programs within the school district. The Building Principal shall be responsible to execute this level.
2. If the district has no use for the item(s) in question, the property shall next be offered to the City of Winooski through the City Manager's office. If the property is valued at less than \$250, the property shall be offered as a donation. If the property is valued at more than \$250, a reasonable value will be estimated and compensation will be expected. The Superintendent or designee shall be responsible for executing this level and for negotiating reasonable compensation.
3. If the City of Winooski expresses no interest in the property, items shall be disposed of at the discretion of the Superintendent. Every effort shall be made to obtain fair compensation for such items.
4. In all cases when an item cannot be used by the District and/or the City, attempts will be made to offer the item in the following sequence as prescribed in #3 above:
 - a) Winooski Youth Organization
 - b) Other Winooski charitable organizations
 - c) School districts and/or municipalities other than Winooski
 - d) Other charitable organizations
 - e) Open sale
5. Items with no monetary value will be disposed of at the discretion of the Superintendent.
6. Regardless of type and method of disposal, the superintendent's office will keep a list on file of all property disposed off, date dispensed, method of disposal, and final value.

Reviewed and Updated: September 30, 2015