

## Raymond School District Policy - DN

EQUIPMENT AND SUPPLIES SALES  
AND SCHOOL PROPERTIES DISPOSAL PROCEDURE

It is the policy of the Raymond School Board to obtain maximum utilization from all of its property. The term "property" is intended to include both real estate and personal property.

Property owned by the school district shall be determined to be obsolete or surplus when any one of the following criteria has been met:

- a. The property exists in quantities exceeding the possibility of the effective use by the School District.
- b. The property is unsound, out-of-date, inaccurate, or in an unusable or economically unrepairable condition.

Determination as to whether any of the above criteria applies to property currently possessed by the School District shall be made by the Superintendent, who may delegate this responsibility to qualified personnel, provided all requirements of this policy are met.

The Board authorizes the Superintendent or his designee to dispose of excess or obsolete items according to the following priority actions:

1. By trading-in or exchanging an item for another item.
2. By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
3. When practicable, the Board shall donate such items to charitable organizations.
4. By removal to the Town landfill. This must be personally approved by the Superintendent of Schools.

Sale of real estate will be by the vote of the electorate of the school district at an annual or special School District meeting, and the revenue derived therefore will be returned to the general fund to defray costs of current expenses.

The sale of property which is expected to raise more than \$1,000.00 must be advertised in at least one local newspaper. The sale of property which is expected to raise more than \$5,000.00 must be specifically approved by the Raymond School Board.

Adopted: September 7, 1978

R/R: 3/23/89, 9/17/92

Revised: April 18, 2002