

DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

POLICY #3260

BOOKS:

When books become obsolete (after 5 years of use) and are of no further use to the School District, the books may be disposed of in the following manner.

- Complete the disposal of books form attached which will include the ISBN#, Title of Book, Year Published, Quantity and Condition.
- State Reason for Disposal: i.e., no longer used in school curriculum, out of date, age of books over 5 years old, cannot be placed in any other WPCSD school, etc.
- Submit form to purchasing department. The Purchasing Agent will request permission from the Superintendent allowing for the disposal of the books.
- Superintendent approves disposal.
- Purchasing Department notifies you of approval of disposal.
- You call a book buyback company (i.e. Follett) to see if they would like to purchase the books. If they want to purchase some or all of the books, you make arrangements to have them pick up the books and drop off a check.
- The balance of the books not sold can then be donated to other schools or non profit organizations that will accept donations (the veterans accept books to distribute to our troops), at no additional expense to WPCSD. Please make the arrangements for the donation.
- Books that are in very poor condition that cannot be sold or donated may be destroyed only after the previous steps have been taken.

EQUIPMENT AND SUPPLIES:

When equipment or supplies become obsolete, broken, cannot be fixed, or no longer in working condition, they can be disposed of in the following manner:

- Complete the disposal of an Asset form attached which will include the Asset Tag Number, Location, Model and Serial Number.
- State Reason for Disposal: i.e. broken, no longer in working condition, obsolete and cannot get parts to fix it, etc.
- Submit form to purchasing department. The Purchasing Agent will request permission from the Superintendent allowing for the disposal of the equipment or supplies.
- Superintendent approves disposal.
- Purchasing Department notifies you of approval of disposal and method of disposal.
- Equipment or supplies will be disposed of either by selling for scrap or by auction, recycle or may be destroyed.