

Meridian Technical Charter High School

Business Operations
Series 800

Policy Title: Sale and Disposal of Books, Equipment and Supplies

Code No. 803.21

When district-owned books, equipment and supplies, with a current value of less than \$500, become unusable, obsolete, or no longer needed, the superintendent or designee shall identify these items to the board of trustees, with a recommendation that they be sold or disposed according to the methods prescribed by Idaho Code, Section 33-601 and administrative regulations. With board approval, the superintendent or designee shall arrange for the sale or disposal of said items.

Books that are determined to be unusable, obsolete, or no longer needed may be disposed of in the following manner without specific board approval:

- A. A list will be given to the CTE or Charter Administrator.
- B. CTE or Charter Administrator will approve the list for disposal.
- C. Books approved for disposal will be offered free of charge to students.
- D. Unclaimed books may be sold, repurposed, recycled and/or disposed of in the most cost-effective and expedient manner.

The superintendent or designee shall provide due consideration to federal regulations when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure reasonable amount of competition so as to result in the highest possible revenue.

Date of Revision

10/21/2019

Legal Reference: Code of Idaho

33-601(4), 33-402