

DISPOSAL OF SCHOOL PROPERTIES

P3407

The Superintendent or designee will determine when and which equipment and material are obsolete or for whatever reason are no longer usable for school purposes. Such equipment and materials shall be disposed of properly in accordance with all applicable policies, laws, and regulations.

If the surplus property is determined to no longer be usable for school purposes, the Superintendent or designee should consider all appropriate options for disposal including but not limited to:

- redistribution to another Town department for Town use;
- sale by competitive sealed bids, public auction, or established markets;
- donation or sale to another governmental entity, vocational/educational entity;
- donation or sale to a non-profit or charitable organization; or
- use as trade-in towards the purchase of similar items as part of a purchase, Chapter 30B bid or proposal process providing that the value of the supplies is less than \$10,000.

If the Superintendent or designee determines that the above options are not appropriate, economically feasible, or otherwise in the best financial interests of the district, then the surplus property should be disposed of according to a legal means that incurs the least cost to the town.

Massachusetts General Law References:

M.G.L. Ch. 30B, Section 15 -- Uniform Procurement Act: Disposal of a Tangible Supply

MASC Model Policy Reference:

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Westford Public Schools Policy References:

P3501 Purchasing Authority

P3502 Procurement

P3503 Cooperative Purchasing

Policy Adopted: April 9, 2001

Policy Revised: April 6, 2020

WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts