KEENE SCHOOL DISTRICT	DN – DISPOSAL OF TEXTBOOKS, EQUIPMENT AND OTHER MATERIALS

Category R

When in the opinion of the administration the condition and age of school materials make them no longer of use for school purposes, they may be sold, destroyed or given away. Textbooks which are to be discarded should be plainly marked "Discard."

This shall also apply to items which are no longer needed by the Keene schools, as a result of changes in curriculum, or in methods and procedures.

All items of major nature or those that were originally gifts to the school district are subject to school board approval before disposal.

Whenever it seems to the administration that it will be to the advantage of the district, property shall be advertised for sale. Salvageable materials may be sold. Receipts for all sales shall be deposited in the school district general fund.

The Business Manager will report out once per year to the Finance committee the total amount of revenue generated from the disposal of excess school property.

Approved: 6/12/72
Revised: 6/8/11
Approved KBE: 9/13/11