

Lewis Center for Educational Research

BP 3270: SALE AND DISPOSITION OF BOOKS, EQUIPMENT AND SUPPLIES

Adopted: September 12, 2011

Revised:

When organization-owned books, equipment and supplies become unusable, obsolete, or no longer needed, the President or designee shall identify these items to the Board of Directors, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the President or designee shall arrange for the sale or disposal of these items

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies.
2. Have been replaced by more recent versions or editions of the same material, and they are of no foreseeable value in other instructional areas.
3. Contain demeaning, stereotyping or patronizing references to either sex, to members of racial, ethnic, religious, vocational or cultural groups, or to persons with physical or mental handicaps.
4. Have been inspected and discovered to be damaged beyond use or repair.

The President or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.