

Lancaster Community School District

Fiscal Management

SCHOOL PROPERTIES DISPOSAL

The District Administrator, acting as the designated representative of the Board of Education, shall have the authority to remove from inventory surplus or unusable equipment.

Equipment that can be used for trade value will be traded in.

- Surplus equipment that has a value shall be sold at a reasonable price. Proceeds from the sale of equipment must be deposited in the appropriate District fund and receipts shall be issued in order to adequately record the disposition. The sale of property belonging to and not needed by the District must be authorized by the annual meeting.
- Equipment with no value shall be discarded.
- The administration will provide a list to the Board of equipment that has a value of more than \$100 in resale value.

LEGAL REF.: Section 120.10(12) Wisconsin Statutes

CROSS REF.: 683, Inventories
684, Capitalization and Depreciation

APPROVED: