

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Property Management - Furniture and Equipment

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The Division of Business shall establish systematic procedures for the acquisition, maintenance, inventory and disposal of furniture and equipment necessary for the operation of the school system.

No supplies or equipment shall be disposed of until permission has been received from the Division of Business. The Director of Purchasing and Supply Management shall determine whether the materials involved have salable value and, if such shall be the case, the Director shall arrange for the sale of the material. If the material does not have salable value, the proper disposal of books, equipment and/or supplies shall be determined. In all instances, records of disposal shall be maintained relative to whether the disposal occurs in an individual school or in the central warehousing facility.

Periodic sales will be held to dispose of surplus furniture and equipment. Private, parochial and church schools in Kanawha County shall be given first consideration for purchase of surplus school furniture and equipment. Written notices will be circulated to these schools before a public sale is held.