

## **DISPOSAL OF PROPERTY**

It shall be the responsibility of Business Services to dispose of equipment that is no longer of value to the school district. Procedures shall be developed and applied by which such judgment is made including usefulness to the District, determination of fair market value and retention of records of property sales and dispositions. If the equipment is located in a school building, by recommendation of the principal said property will be delivered to the district warehouse. If the value exceeds \$5,000, or, if there are public relations aspects involved, approval of the Superintendent and/or School Board or their designees shall be secured. Disposal of district property is done in compliance with applicable State statutes.

Anoka-Hennepin District No. 11  
Coon Rapids, MN 55433  
Adopted May 1, 1974  
Revised November 1991  
Revised May 9, 2011