

SERIES 3000/BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**REGULATIONS ON THE DISPOSITION OF SCHOOL PROPERTY**

1. School principals will decide after consultation with appropriate staff whether specified pieces of furniture, equipment, and supplies warrant being discarded in accordance with board of education policy.
2. Principals will recommend, in writing, to the superintendent of schools or his/her designee that such school property be declared surplus items. These recommendations will be detailed and will include the following information:
 - a. an itemized list of furniture, equipment, and supplies;
 - b. a clear statement of reasons why the school property warrants being discarded in accordance with Board policy.
 - c. a brief description of the item's condition
3. The Business Manager will review the items presented by the schools and submit the list within the district so the schools have the opportunity to review the items and request them.
4. The list will be submitted to the Town of Wallingford who will provide the list to all of the Town Departments.
5. The Business Manager will arrange with the mayor or his/her designee for the removal of "surplus" items from school premises.

Regulation Approved: 12/17/90

Regulation Renumbered and Revised: 4/26/21