

**SCHOOL PROPERTIES DISPOSAL PROCEDURE**

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When equipment or supplies are of no further effective use to the Bangor School Department, the Superintendent of Schools shall declare them as surplus or junk.

If in the opinion of the Superintendent of Schools surplus items would be of value to other government agencies, the Director of Business Services shall offer such items to the City of Bangor, then to other government or nonprofit community service agencies. Appropriate payment may be negotiated but outright donations to government or nonprofit agencies may be authorized by the Superintendent. Donations to a single agency in excess of \$2,000 per year shall be reported by the Director of Business Services to the School Committee at the next regular meeting following such donations.

Surplus items which are of no apparent value to other agencies shall be offered for sale through public advertisement. Appropriate resale values shall be established by the Director of Business Services.

Junk shall be sold for salvage when practicable; otherwise the Director of Business Services shall authorize a specific means of disposal.

ADOPTED: August 16, 1982  
REVISED: October 12, 2017  
REVIEWED: September 12, 2018

