



DISPOSAL OF EQUIPMENT

Policy 9.18 – The Plymouth Public Schools authorizes the disposal of obsolete equipment in accordance with Section 15 of Chapter 30B of the General Laws of Massachusetts.

“Obsolete” equipment is that which is:

1. Beyond repair or too costly to repair;
2. Replaced by new equipment because the old equipment no longer serves our educational needs.

Procedure to be followed for DISCARD:

1. All equipment must be declared obsolete by the building Principal and the Program Manager;
2. A list of the equipment, with a description of the condition or reason for declaring it obsolete, will be forwarded to the School Committee;
3. Upon approval by the School Committee, said equipment will be transferred to the control of the Board of Selectmen.

Obsolete Equipment	Model No. /Serial No. (if applicable)	Description of Condition/ Reason for Declaring Equipment Obsolete
4-Library Chairs	David Edward	Cost to reupholster chairs
↳	Style 28423W/55A	is too expensive. Purchase
↳	purchased 9/28/12	new chairs @ less cost

Cost Center Name and No.:

24133314 - 500005 PNHS EQUIP BLDG

Program / Department Name:

DEPT. 393 BUILDING USE

Program / Dept. Mgr.'s Signature:

Lisa Welling

Date: 4/28/25

Principal's Signature:

[Signature]

Date: 4/28/25

Business Manager's Signature:

[Signature]

Date: 5/1/25

School Committee Date:

Approved: Yes

No

Comments: