



# 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
260 Cafeteria chairs		good cond/no longer needed
26 Cafeteria Tables		good cond/no longer needed

Cost Center Name and No.: Plymouth South Middle School, 322

Program / Department Name: \_\_\_\_\_

Program / Dept. Mgr.'s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: E. Banerjee Date: 2/24/25

Business Manager's Signature: Adam Fordell Date: 2/24/25

School Committee Date: \_\_\_\_\_ Approved: Yes  No  Comments: \_\_\_\_\_