



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. <i>(if applicable)</i>	Description of Condition/ Reason for Declaring Equipment Obsolete
Martin Yale Paper Folding Machine		Broken/Unable to Fix

Cost Center Name and No.: PNHS GEN ED 331

Program / Department Name: Main Office

Program / Dept. Mgr.'s Signature: Disa Welling Date: 10/24/24

Principal's Signature: [Signature] Date: 10/24/24

Business Manager's Signature: [Signature] Date: October 29, 2024



Update: comment added to ticket #50116209

2 messages

Plymouth Public Schools MA: do not reply <no-reply@plymouthpublicschoolsma.mojohelpdesk.com>
To: lwelling@plymouth.k12.ma.us

Thu, Oct 24, 2024 at 7:33
AM

Your technician has commented on your tech. ticket:

Status: new

Comment by: Paul Bonfilio

View the request details and history here:

<https://plymouthpublicschoolsma.mojohelpdesk.com/mc/up/my-tickets/50116209>

Thank you,
PPS Technology Team

Sent by [Plymouth Public Schools Ma.](#)



folder.jpg
2196K

Plymouth Public Schools MA: do not reply <no-reply@plymouthpublicschoolsma.mojohelpdesk.com>
To: lwelling@plymouth.k12.ma.us

Thu, Oct 24, 2024 at 7:37
AM

Your technician has commented on your tech. ticket:

Status: in progress

Comment by: Paul Bonfilio

Screw is broken off, unable to extract. This machine has been worked on extensively and continues to break. Replacement is recommenced.

View the request details and history here:

<https://plymouthpublicschoolsma.mojohelpdesk.com/mc/up/my-tickets/50116209>

Thank you,
PPS Technology Team

[Quoted text hidden]



Signature Process Reference: 9475cb15-4e05-4487-b30a-92c9f297e0e3

PARTICIPANT

DETAILS

	Process started 29-Oct-2024 10:08 AM EDT
ablaisdell@plymouth.k12.ma.us ablaisdell@plymouth.k12.ma.us IP Address: 50.226.172.10	Document viewed 29-Oct-2024 10:25 AM EDT Reference ID: 48fe7d96-9b46-4c21-842f-c247ef20154b
ablaisdell@plymouth.k12.ma.us ablaisdell@plymouth.k12.ma.us IP Address: 50.226.172.10	Document accepted & signed 29-Oct-2024 10:26 AM EDT Reference ID: 48fe7d96-9b46-4c21-842f-c247ef20154b
	Document has been completed 29-Oct-2024 10:26 AM EDT
