



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
<i>Main office fax machine</i>	<i>Samsung SF650</i>	<i>Does not work. Replaced with desktop scanner.</i>

Cost Center Name and No.: 310 NMES

Program / Department Name: NMES Main Office

Program / Dept. Mgr.'s Signature: _____ Date: _____

Principal's Signature: *[Signature]* Date: 9/7/22

Business Manager's Signature: _____ Date: _____

School Committee Date: _____ Approved: Yes No Comments: _____