



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 |
|--------------------|---|--|
| 10 art stools | | parts have broken and already been repaired. Now some parts are breaking off that can't be repaired or replaced. |
| 3 art tables | wooden art tables 36" x 72" (orange, pink, yellow tape colored tables) | Surface is too worn/damaged and interferes with art. cheaper to replace than repair |

Cost Center Name and No.:

K-109

Program / Department Name:

VPA art (rm 125)

Program / Dept. Mgr.'s Signature:

[Signature]

Date: 5/2/25

Principal's Signature:

[Signature]

Date: 5/5/25

Business Manager's Signature:

[Signature]

Date: _____

School Committee Date: _____

Approved: Yes ☐ No ☐ Comments: _____