



## 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
24 metal folding chairs		No longer in use
5 square cafeteria tables		No longer in use
225 student chairs		No longer in use / some damaged
10 metal filing cabinets		No longer in use
3 open metal shelves		No longer in use
630 desks		No longer in use / 25+ years old
1 long cafeteria table		No longer in use / damaged
30 computer tables		No longer in use
20 tables rectangular (no legs)		No longer in use

Cost Center Name and No.: 358 Business Office

Program / Department Name: South Meadow Road - Storage

Program / Dept. Mgr.'s Signature: Adam Fosselle Date: 9/27/22

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager's Signature: Adam Fosselle Date: 9/27/22

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