



## 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
Fujitsu Scanner	ScanSnap 5510	too costly to repair

Cost Center Name and No.: PNHS Gen Ed Dept 331

Program / Department Name: Main Office Administrative Asst. PNHS

Program / Dept. Mgr.'s Signature: disa Welling Date: 12/9/24

Principal's Signature: [Signature] Date: 12/9/24

Business Manager's Signature: [Signature] Date: 12/9/24