



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
Student ID Badge Printer	Zebra ZXP Series 3	Broken / too expensive to repair

Cost Center Name and No.: Guidance Dept 331 PNHS

Program / Department Name: Guidance Dept

Program / Dept. Mgr.'s Signature: Sukahle Date: 1/29/25

Principal's Signature: _____ Date: 1/29/25

Business Manager's Signature: CPM Date: 1/30/25