



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
30 metal drafting drawers		No longer in use
130 one arm desks		No longer in use / 25+ years old
50 computer rolling chairs		No longer in use / damaged
High jump mat		Damaged / ripped

Cost Center Name and No.: 358 Business Office

Program / Department Name: South Meadow Rd - Storage

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

Principal's Signature: _____ Date: _____

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

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