

## PROCESS FOR RESALE AND/OR DISPOSAL

### Books and/or Textbooks:

Books that are not currently used as part of the curriculum adoption process are identified for resale and/or disposal. The following steps are followed:

1. Determine if they have value through used book resale.
2. Check with Orphan Grain Train in Norfolk to see if they want them as a donation.
3. Those with no value are recycled (if possible) or disposed of through the trash.

### Supplies/Equipment/Materials:

1. List of items that may have resale value are identified.
2. The board is asked to take action to approve of their disposal.
3. The items are listed through a government surplus website for three weeks.
4. Items that sell through that website are picked up by the purchaser on site, the monies collected are directly deposited into our account.
5. Items that fail to sale through the website are disposed of as appropriate. Salvage and recycling is utilized when appropriate.
6. When appropriate, other means (garage sale, advertised sale, etc) may accompany the online surplus sale process.

## ITEMS IDENTIFIED FOR RESALE AND/OR DISPOSAL

Athletic Uniforms and Equipment: uniforms, balls, VB poles, ball rack

Physical Education Equipment: balance beams, pommel horse

Band Equipment: marching shoes, instrumental cases

Storage cabinets

TV's and TV mounts

Old science equipment

Carts

Overhead projectors

Cafeteria tables

Old computer tables

Stackable (slightly damaged) student chairs