

**TOLLAND PUBLIC SCHOOLS**  
**Tolland, Connecticut**

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BOARD POLICY

REGARDING: Disposal of Obsolete or Surplus  
Equipment/Materials

Number: 3040  
Business

Approved: 9/12/01

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No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare, as necessary lists of such equipment and materials and forward such lists to the Superintendent of Schools.

The Superintendent of Schools shall, as necessary, provide such lists of obsolete or surplus equipment to the Board of Education. The Board of Education, after review and appropriate action, will forward such list to the Town Manager for appropriate disposal.