

**Sale and Disposal of Books, Equipment and Supplies (Personal Property)**

Instructional Materials

The Purchasing Department shall be responsible for the disposal of all surplus, obsolete or scrap material.

An item is to be considered obsolete if it has been removed from the current state instructional materials price list or has been so identified by the Office of Curriculum Services. The District Instructional Materials Catalog will include the specific status of particular titles and instructions for disposal of obsolete instructional materials are found in the Instructional Materials System Manual.

An item thought to be in an unusable condition should be returned to the Instructional Materials Processing and Storage Center to be disposed of according to procedures described in the Instructional Materials System manual.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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