



|                       |                       |
|-----------------------|-----------------------|
| Document Name:        | Disposal of Textbooks |
| First Approved Date:  | March 12, 2016        |
| Latest Approved Date: | March 12, 2016        |
| Version Number:       | 1                     |

## 1.0 Purpose

The method of disposal used on particular textbooks or other assets should result in the best overall benefit to Wasatch Waldorf Charter School and will follow the procedure for disposal of obsolete or damaged textbooks.

## 2.0 Definition

## 3.0 Policy Content

Wasatch Waldorf Charter School staff are not permitted to dispose of school property, except as authorized in accordance with this policy.

Wasatch Waldorf Charter School staff should provide the Executive Director with a complete written description of any textbooks considered obsolete. Textbooks are to be held at the location until further notice.

Methods of disposal must be approved by the Executive Director and will be done consistent with Utah Administrative Rules R277-433. The approved methods of disposal include (but are not limited to) the following:

- Donate to a non-profit organization or relief fund at no cost to the school
- Return to the supplier for trade-in or credit



- Sell by public quotation to the highest bidder
- Sell by co-operative public auction with other public agencies
- Sell to a used book dealer through RFP
- Recycle

**Utah Administrative Rule referenced: R277-433**

#### 4.0 Relevant Procedures, Guidelines & Restrictions

#### 5.0 Exhibits / Appendices / Forms