

The procedure for identification, screening, and disposal of unnecessary materials, furniture, equipment, and supplies is as follows:

1. All materials, furniture, equipment, and supplies declared to be unnecessary to the needs of any school or department will be reported in writing from the principal or administrator to the Materials Management Office.
2. Appropriate measures should be taken to protect unnecessary materials, furniture, equipment, and supplies until their disposition can be effected.
3. All such unnecessary materials, furniture, equipment, and supplies will be screened by Materials Management personnel.
4. If no secondary use is found, disposal will be in accordance with policy CI.
5. Materials Management will determine which disposal method will be used by consulting with appropriate departments as needed.