



BUSINESS
Series 3000
Policy #3003.1.1

DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS

It is the policy of the EASTCONN Board of Directors (the “Board”) that no obsolete or surplus equipment or materials will be discarded or disposed of by an EASTCONN Employee. Such items will be set aside and reported to the Principal/Program Administrator. The Principal/Program Administrator or their designee will prepare lists of such equipment and materials annually and forward such lists to the Executive Director or their designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Executive Director or their designee.

Obsolete or surplus equipment or materials not retained within EASTCONN may be donated or sold to the general public in a manner determined by the Executive Director to be in the best interests of the agency. Such equipment or materials shall not be donated to a Board Member or an employee of EASTCONN and shall only be sold to a Board Member or an employee of EASTCONN if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Executive Director or his/her designee may dispose of such items.

Adopted: April 29, 2025
Revised:
Replaces: