



**Granite School District**  
2500 South State Street  
Salt Lake City, Utah 84115-3110

801-646-5000  
FAX 801-646-4128  
[www.graniteschools.org](http://www.graniteschools.org)

August 10, 2012

**ADMINISTRATIVE MEMORANDUM NUMBER SIXTEEN**  
**DISPOSITION OF SURPLUS PROPERTY**

The disposition of all surplus school district property including equipment, building materials, paintings, furniture, textbooks and library books from schools, including those with declining enrollments or from closed schools, will be handled by the Director of Purchasing, or his/her designee, with the approval of the Business Administrator/Treasurer. School administrators do not have the authority to dispose of or trade-in equipment belonging to the district. Specific procedures are found in the Purchasing Handbook found on the Purchasing Department's web page.

/s/

Martin W. Bates  
Superintendent