



The Classical Academy	Policies and Procedures
Policy Name:	Disposal of TCA Property
Policy Number:	DN-TCA
Original Date:	3/1/2010
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Category:	Operations
Author:	Director of Operations
Approval:	Director of Operations

The TCA Executive Director or designee has the authority to sell or lease any TCA property, which may not be needed in the foreseeable future upon such terms and conditions as approved by the TCA Executive Director or designee. The TCA Executive Director or designee shall follow the guidelines for disposal of obsolete equipment and/or materials including textbooks, found in the ASD 20 policy DN-R, “Disposal of District Property Procedure”.

The TCA Board in conjunction with direction to TCA Building Corporation shall determine that certain buildings, building fixtures, and/or land may no longer be needed and direct the administration to present a plan for disposition.

This TCA Policy Replaces ASD 20 Policy DN

**Policy Revision History**

Date	Revision Details	Revised By
8/7/2013	Reformatted policy into new template. Completed annual review.	Kevin Collins