



Administrative Procedure 518

SCHOOL ASSETS DISPOSAL

Background

The Secretary-Treasurer shall establish administrative procedures for distributing or disposing of all District surplus or obsolete equipment and furniture.

Procedures must ensure that equipment or furniture purchased with Board or school funds is disposed of at the end of its useful life in an efficient, cost-effective and environment-friendly manner. In addition, the procedures for disposal also must be fair, transparent and open to review.

Equipment or furniture that has residual value shall be disposed of in way that maximizes the financial return to the Board. The Secretary-Treasurer may authorize their disposal in a manner to the District's best advantage.

Procedures

Distribution of Surplus Items within the School District

Equipment or furniture declared surplus at a location within the School District may be used to fill a need elsewhere in the District. The Manager of Purchasing and Logistics shall coordinate the relocation of such items.

Saleable Surplus Items

Surplus items that are no longer useful within the District but are in saleable condition shall be listed and put out to bid or public auction. The Manager of Purchasing and Logistics shall manage the sale of all such items.

Occasionally offers may be received on individual items awaiting disposal. The offer may be considered for acceptance and decided by the Secretary-Treasurer in consultation with the Manager of Purchasing and Logistics, if in the best interests of the District.

Any sale of a surplus item to a Trustee or employee of the Board shall be governed by the procedures described in this section.

Unsaleable Surplus Items

All items that are beyond a reasonable economic repair or which have limited or no value at sale shall be disposed of in the most efficient manner; using guidance of “Reduce, Reuse, Recycle”. This may include donation to local non-profit. The Manager of Purchasing and Logistics shall arrange disposal after exploring all recycling options and using the most economic, environmentally sensitive means available.

- 1.1. The District shall not sell or transfer ownership of such articles to its employees; they
- 1.2. Must do so only at the auction or dealer's warehouse in non-working hours. Employees may not purchase such materials directly from the District. Exceptions can be considered by the Secretary-Treasurer.

Reference: Sections 22, 23, 65, 85 School Act

Adopted: December 15, 2020