

SCHOOL EQUIPMENT / FURNITURE DISPOSAL

Background

The Division promotes the effective utilization of equipment/furniture, realizes that age and obsolescence give rise to the need for the disposition of such items and believes it is in the best interest of the system for staff members to follow established procedures when purchasing and/or disposing of goods/services.

Procedures

1. Principals/Supervisory staff may recommend to the Assistant Superintendent - Business or designate any items (furniture/equipment no longer used) for disposal or release for use in other schools.
2. The proceeds from the sale of items purchased with school-based budget funds shall generally go back to school-based budgets. Those purchased with system funds will be returned to system budgets and, in general, items purchased with community/student-generated funds that still have significant value will be made available to the community/sponsoring group before being offered for transfer or sale. The proceeds from the sale of any items purchased with community/student-generated funds will, in general, be returned to the school-based budget at the school for which the item was purchased.
3. All sales/transfers of surplus/obsolete items are to be handled through the Assistant Superintendent - Business or designate to enable inventory control, insurance information updates, and financial responsibility for audit purposes. All payments for such items must be made directly to the Division and credited to the account of the appropriate school.
4. At least once each year, the Principal is to assess, with his/her staff, the furniture/equipment at the school and prepare and forward to the Assistant Superintendent - Business a list of equipment that is no longer used. (If possible, the condition of such equipment should be noted.)
5. The Assistant Superintendent - Business or designate will notify schools throughout the jurisdiction regarding the availability of such surplus equipment/furniture for transfer. (In the case of items currently valued at \$100.00 or more and purchased with school-budget or community/student generated funds, it may be that the receiving school would be expected to purchase the item.)
6. The Assistant Superintendent - Business, in consultation with the Superintendent, will determine the placement of surplus items noted in procedure 5 above if more than one school expresses an interest in receiving/purchasing the item.

7. The Assistant Superintendent - Business shall arrange to dispose of surplus/obsolete furniture/equipment by public auction or tender. (In some cases, surplus items may be held in storage if it is deemed that such items will be required in the future and that they will not deteriorate or result in excessive storage costs.)
 - 7.1 Equipment/furniture that has been disposed of shall be removed from the inventory list.
 - 7.2 Monies received from the sale of furniture/equipment (less the cost of disposal) shall be credited to the school or system budgets as outlined in procedure 5
8. The provisions of the School Act must be followed when disposing of Division-owned property.
9. In general, property with a value of (or likely to have a value of) \$5,000.00 or less is to be disposed of:
 - 9.1 By public auction: or
 - 9.2 By advertising the property for sale in the local newspapers, requesting therein submission of written tenders for the property, and accepting the highest tender.

Reference: Section 60, 61, 113, 116, 200, 201, School Act

Amended: June 2014

Reviewed: December 2015