

EQUIPMENT and FURNITURE

Background

The Division promotes the effective utilization of equipment and 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. School Administrator(s) and Supervisors are accountable for Division and school/department property (land, buildings, vehicles, equipment, furniture, instruments, etc.). This includes taking the necessary measures to safeguard the property against theft/damage/loss and to report any theft/damage/loss to the Secretary-Treasurer.
 - 1.1 For purchasing equipment and furniture, refer to administrative procedure "Purchasing" (AP 515).
 - 1.2 For vehicle purchasing and disposal procedures, refer to administrative procedure "Vehicle Purchasing and Disposition" (AP 517).
 - 1.3. To report theft/damage/loss, complete Form 516-1 and return it to the Secretary-Treasurer.
2. Principals/Supervisors may recommend to the Secretary-Treasurer or designate items (equipment/furniture/instruments no longer used) for disposal or release for use in other Division schools.
3. The Principal, with input from the school's staff, and/or department Supervisors are to annually assess the furniture/equipment at the school, prepare a list of what is no longer needed or being used (including a detailed description, condition, location, and any other pertinent information) and forward to the Secretary-Treasurer.
4. All sales/transfers of surplus/obsolete items are to be handled through the Secretary-Treasurer or designate to enable inventory control, insurance information updates, and financial responsibility for audit purposes.
5. The Secretary-Treasurer or designate will notify division schools regarding the availability of such surplus equipment/furniture/instruments/supplies available for transfer. Items with a current value of \$100.00 or more and/or purchased with school-budget or community/school generated funds, would be expected to be purchased by the successful school bidder (receiving school).
 - 5.1 The Secretary-Treasurer, in consultation with the Superintendent, will determine the placement of surplus items if more than one school expresses an interest.
 - 5.2 The Secretary-Treasurer shall arrange to dispose of surplus/obsolete furniture/equipment with a value of (or likely to have a value of) \$5,000.00 or less) by:
 - 5.2.1 public auction; or
 - 5.2.2 advertising for sale in the local newspapers, requesting therein submission of written tenders for the property, and accepting the highest tender.
 - 5.3 All payments must be made directly to the Division.

- 5.4 When sending funds to the Finance Department, include backup documentation (ie. successful bid notification).
 - 5.5 Monies received from the sale of furniture/equipment (less the cost of disposal) shall be credited to the school or system budgets.
 - 5.6 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 generally be returned to the school-based budget at the school for which the item was purchased.
6. For broken/hazardous equipment/furniture/instruments, the School Administrator or Division Office Manager shall submit a Facilities Service Request for disposal, including details of the condition and location of the item.
 7. The School Administrator(s) and the Director of Facilities shall ensure the provisions of the Education Act must be followed when disposing of Division-owned property.
 8. Copier removals are to be handled through the Secretary-Treasurer. The Facilities Department is not qualified to move/remove or dispose of copiers.
 - 8.1 The Principal shall:
 - 8.1.1 notify the Business Department if any service agreements are to be cancelled and corresponding copiers removed. When disposal costs are charged (typically when removal is requested when not in conjunction with a new copier purchase), this is to be covered by the school's budget.
 - 8.1.2 provide budget and location information (hours/days the school is accessible if stairs are involved, school contact name/number, budget code);
 - 8.1.3 submit a final reading to the copier vendor, unless said vendor was no longer offering a service agreement; and
 - 8.1.4 submit a Technology Service request, with a minimum of one weeks' notice, to ensure the hard drive is removed prior to disposal
 - 8.2 The Business department (Secretary-Treasurer or Executive Assistant-Business) shall:
 - 8.2.1 Cancel service agreements, as requested.
 - 8.2.2 Contact the copier vendor to request the removal.
 9. Technology disposals are handled by the Technology Department. Please contact BRSDTechdept@brsd.ab.ca directly.

Reference: Education Act Section 52, 68, 192, 194, 222

Related APs: Purchasing AP 515
 Vehicle Purchasing and Disposition AP 517

Forms: Property / Equipment / Furniture Report (Theft/Damage/Loss) 516-1