

DISPOSAL OF DIVISION PROPERTY

Background

Rapid changes in technology, program closures or school closures can result in surplus or obsolete furniture, equipment or materials. Disposition of these items is important to maintain an orderly environment within Division facilities.

The Division supports the development and use of an orderly process to dispose of surplus or obsolete equipment, furniture and materials.

Procedures

1. Principals and facility managers will periodically review the inventory of equipment, furniture and materials in their schools/facilities to determine whether items are obsolete or surplus to the schools'/facilities' needs.
2. A list of equipment, furniture and materials no longer required by the school/facility will be submitted to the Assistant Superintendent, Corporate Services or designate for review.
3. The Assistant Superintendent, Corporate Services or designate will determine whether any of the surplus items could be used in other schools/facilities and facilitate their transfer to the new locations as appropriate.
4. The Assistant Superintendent, Corporate Services will determine what furniture, equipment and materials are to be destroyed, discarded or sold.
5. Whenever feasible, such furniture, equipment or materials will be disposed of by public auction or sale the use of on-line sales sites will be the preferred method of disposal.
6. Revenues derived from the sale of surplus goods will be placed in the appropriate school or Division account.

Reference: Relevant Legislation & Guidelines