

All school equipment and furniture for sale are to be sold by public tender, auction, advertising or bidding processes.

Procedure:

1. Items Valued at Less than \$10,000
 - 1.1 Administration authorizes the Secretary Treasurer or designate to reject or accept any offers on items valued at less than \$10,000.
 - 1.2 The school/department will offer the item(s) to other schools/departments/sites at a set or negotiable price using an internal e-mail posting.
 - 1.3 If disposal is unsuccessful using an internal posting, the school/department/site may advertise the items for sale by tender in the newspaper or online auction (Kijiji, Ebay), reserve bids may be used).
 - 1.4 If no successful bids/offers are received, an upset or reserve price will be established and the property will be sold on first-come first-served basis.

2. Items Valued at More than \$10,000
 - 2.1 The sale of items exceeding a value of \$10,000 requires approval of the Board and will require:
 - An independent appraisal from two or more sources as to the market value of the item(s).
 - 2.2 The school/department will offer the item(s) to other schools/departments/sites at a set or negotiable price using an internal e-mail posting.
 - 2.3 If unsuccessful disposal using an internal posting, the school/department/site may advertise the items for sale by tender in the newspaper (reserve bids may be used). The Board will sell property only if the bid(s) or tender(s) received is/are sufficient in the opinion of the Board (in view of appraisals received).
 - 2.4 If no successful bids are received an upset price will be established and the property will be sold on first come first served basis.