

Disposal of School Equipment and Furniture

AP 30-70

1. School Principals/Supervisory Staff may recommend to the Secretary Treasurer or designate any items 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 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 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 Secretary Treasurer 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 a year, the School Principal is to assess, with their staff, the furniture/equipment at the school and prepare and forward to Regional Office a list of equipment that is no longer used. (If possible, the condition of such equipment should be noted.)
5. The Secretary Treasurer or designate will notify schools throughout the Division 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 Secretary Treasurer, in consultation with the Superintendent, will determine the placement of surplus items noted above if more than one school expresses an interest in receiving/purchasing the item.
7. The Secretary Treasurer shall arrange to dispose of surplus/obsolete furniture/equipment by internal posting, 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 6.
8. Disposal of Furniture and Equipment
 - 8.1 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.
 - 8.2 If disposal is unsuccessful by using an internal posting, the school/department/site may advertise the items for sale by tender in the newspaper (reserve bids may be used) or online classified advertising service (Kijiji, Ebay, etc.).
 - 8.3 If no successful bids are received an upset price will be established and the property will be sold on first come first served basis.

8.4 Disposal of Technology

- 8.4.1 The Director of Information Technology determines that the technology asset is at end of life cycle. It will be recycled or disposed of accordingly.
- 8.4.2 All technology equipment will be either recycled or disposed of, no sales of technology equipment will occur.
- 8.4.3 All technology assets will be purged of all data prior to disposal.