

SECTION 400 – Business Administration

**ADMINISTRATIVE PROCEDURE: DISPOSAL OF SURPLUS FURNITURE
AND EQUIPMENT**

<i>PROCEDURE CODE:</i>	<i>414 AP 003</i>
Policy Reference: 414 – School Supplies and Equipment	

PROCEDURE

1. The Secretary Treasurer, or designate, shall coordinate the disposal of all surplus furniture or equipment.
2. Disposal Authorization – Schools or Departments who wish to dispose of supplies, furniture or equipment that they determine is surplus or obsolete shall do the following:
 - 2.1. Notify - the Finance Department of their request;
 - 2.2. Reasons - clearly identify the reasons that they are considered surplus;
 - 2.3. List Items - provide a detailed list of the items to be disposed of;
 - 2.4. Disposal Method - If the school or department wishes to dispose of the items themselves - they may request a preferred method of disposal;
 - 2.5. Authorization - from the Secretary Treasurer, or designate, must be received prior to disposal of any surplus furniture and equipment;
3. Disposal Method – the following, not necessarily an exhaustive list, are options for disposal that the Secretary Treasurer, or designate, may approve:
 - 3.1. Central Stores - The item will normally be brought into central stores (warehouse) and disposed of.
 - 3.2. \$10,000 - Items whose value is greater than \$10,000 shall be disposed of in accordance with (4) below.
 - 3.3. ≤ \$10,000 - items whose value is less than \$10,000 but not considered nominal, shall be disposed of as follows:
 - 3.3.1. External Valuation - where practical, an external valuation will be obtained, preferably in writing.

- 3.3.2. After a valuation is available – normal disposal methods shall be one of the following:
 - 3.3.2.1.1. Public Auction – where the estimated value warrants it.
 - 3.3.2.1.2. Public Invitation - advertised in the paper inviting bids.
- 3.4. ≤ 1,000 - If the value is truly nominal, i.e. less than \$1,000 each, the item may be sold at the discretion of the Secretary Treasurer, or designate, in one of the following manners:
 - 3.4.1. Trade-In - to a dealer or supplier, who may or may not be selling replacement assets to the Division.
 - 3.4.2. Direct Invitation - sold via invitational offer to the public or a specified group - which may or may not include students and staff.
 - 3.4.3. Direct Sale - to a known purchaser of related merchandise.
 - 3.4.4. Student – made available to students, at nominal cost.
 - 3.4.5. Straight Disposal –where there is little or no inherent value as follows:
 - 3.4.5.1. local recycling station (as required i.e. hazardous materials, electronic equipment.), or
 - 3.4.5.2. sent to landfill.
- 4. Items whose value is greater than \$10,000 - Under Provincial regulation AR181/200 section 9(1)(b) any disposal of personal property that has a value of more than \$10,000 must be disposed of in accordance with the respective regulation. Basically, this regulation requires the following:
 - 4.1. Independent Appraisals - that there must be two or more current independent appraisals of the market value of the property,
 - 4.2. Tender or Auction - the sale must be conducted by tender or public auction,
 - 4.3. Advertising - the sale must be advertised in the local paper at least twice,
 - 4.4. Reasonable Bid - the bids may only be accepted if, in the opinion of the Board, the bids are reasonable relative to the appraisals.
 - 4.5. Exception – the above requirements can be waived if the property is sold to another School Board, municipality, community association, charity, non-profit, provincial or federal government but only with the approval of the Minister of Education.
- 5. Information Technology Devices
 - 5.1. Due to legal requirements under Freedom of Information and Protect (FOIP) personal information must be removed before a computer or similar storage device is disposed of. As a result, all computers, or similar storage devices, must be sent to the Information Technology depart to adequately remove any residual personal information.
 - 5.2. Disposal of the physical device, after it is clean of any personal information, shall be in accordance with the requirements noted above.

Approved: April 11, 2011
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