

DISPOSAL OF PROPERTY

Background

Public resources have funded the purchases and therefore all disposals shall be made in an open and transparent manner with equal opportunity to all potential purchasers. Surplus materials and obsolete items accumulate in schools, administrative offices, and in maintenance and transportation departments. There is a need to dispose of such things as textbooks, library books, building supplies, and other materials that are surplus, obsolete or become unusable because of the state of repair.

Procedures

1. Small pieces of equipment that have an estimated value of less than \$250 may be disposed of through the school by transfer to another school, auction, public notice, or donation to charity.
2. Every item that has an estimated value exceeding \$250 shall be listed and submitted to the Chief Financial Officer and disposed of as in procedure 1.
3. A surplus asset appraised at a value greater than \$2,500 shall be disposed of in accordance with the Education Act.
4. All schools shall be made aware of surplus materials through a list circulated by the school using the Division portal.
5. When new equipment is being purchased, old equipment may be traded-in.
6. Any revenue generated through the sale of equipment shall be forwarded to the Division, with the amount credited to the school accounts net of disposal costs.

Legal Reference: Section 85, 87, 109, 110, 347, Education Act

Updated: April 2012, December 2015, April 2018