



POLICY 650 – DISPOSAL OF SURPLUS ASSETS

Board of Education assets that are no longer required for program purposes, become obsolete or have outlived their useful lives, shall be declared surplus and be disposed of in accordance with this policy.

The Board of Education believes that subject to the School Act, surplus or obsolete assets shall be disposed of in the most efficient manner, in accordance with this policy and regulations as established by the Board of Education. With the exception of teacherages and portables, the surplus assets within this policy do not require separate Board approval for disposal.

Guidelines

1. For purposes of this policy, an asset includes, but is not limited to, teacherages, portables, vehicles, equipment, office furniture, computer equipment, electronic waste, library and textbooks, and obsolete inventory and/or supplies, but does not include land or improvements (permanent structures).

1.1. Electronic waste includes computers, facsimile machines, monitors, copiers, scanners, printers, televisions, cell phones and any other electronic items that have been declared obsolete.

2. Distribution of Surplus Items within the School District

Equipment or furniture declared surplus at a location within the School District may be used to fill a need elsewhere in the School District. The facilities manager shall coordinate the relocation of such items.

3. Saleable Surplus Items

3.1. Surplus items that are no longer useful within the School District but are in saleable condition shall be listed and put out to bid or public auction. The facilities manager shall manage the sale of such items.

3.2. Occasionally offers may be received on individual items awaiting disposal. Where these items have a realizable sale value of under \$200, the offer may be considered and accepted by the Secretary-Treasurer in consultation with the facilities manager. For items with a value above \$200, the sale shall be by competitive bid or auction.

3.3. Any sale of a surplus item to a Trustee or employee of the Board shall be governed by the procedures described in this section.

3.4. Proceeds from the sale of surplus assets shall be applied against the costs of conducting the sale. Additional revenue shall be credited toward general Board revenues.

4. Unsaleable Surplus Items

4.1. All items that are beyond a reasonable economic repair or which have no value at sale shall be disposed of as scrap. The facilities manager shall arrange disposal after exploring all recycling options and using the most environmentally sensitive means available.