

## **SCHOOL ASSETS DISPOSAL**

### **Background**

When equipment, books, or materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Secretary-Treasurer may authorize their disposal in a manner to the District's best advantage.

### **Procedures**

1. Items having resale value will be sold with or without closed bids, depending upon the estimated value of the item(s) and in accordance with the purchasing/bidding procedures as outlined in Administrative Procedure 515 – Purchasing and in accordance with data privacy provisions as outlined in Administrative Procedure 180.
  - 1.1. Where disposal is not managed by the Director of Facilities, a register of approved dealers will be maintained. These dealers will have given satisfactory proof of financial responsibility.
  - 1.2. When material, furniture, or equipment is offered for sale, the Secretary Treasurer will inform the approved dealers by letter.
2. Items of no resale or of insufficient value to defray the cost of sale may be disposed of for junk value and/or taken to the refuse collection centre.
3. Sale of Property to Employees
  - 3.1. Certain articles of furniture and equipment no longer of use to the District are, from time to time, sold to junk dealers or other interested parties.
  - 3.2. The District does not sell such articles to its employees; employees who wish to purchase them must do so only at the dealer's warehouse in non-working hours. Employees may not purchase such materials directly from District buildings.

Reference: Sections 22, 23, 65, 85 School Act

Adopted: November 2019

Revised: