

## ADMINISTRATIVE PROCEDURE NO. 515

### DISPOSAL OF DIVISION FURNITURE, EQUIPMENT OR MATERIALS

#### Background

Changes in school programs or requirements can result in surplus or obsolete furniture, equipment or materials.

The Division supports the development and use of an orderly process to dispose of surplus or obsolete equipment, furniture and materials.

#### Procedures

1. Principals will periodically review the inventory of equipment, furniture and materials in their facility to determine whether items are obsolete or surplus to the school needs.
2. A list of equipment, furniture and materials no longer required by the school/facility will be submitted to the Secretary-Treasurer for review.
3. The Secretary-Treasurer will determine whether any of the surplus items could be used in other schools/facilities and facilitate their transfer to the new locations as appropriate.
4. The Secretary-Treasurer, in consultation with the principals and maintenance personnel, will classify unserviceable or obsolete furniture and equipment items and surplus supplies and materials for disposal.
5. Surplus items shall be disposed of in an efficient and practical manner either by public auction, tender where practical or by offer to purchase so as to provide the best possible return to the Division. Environmentally conscious procedures shall be followed for disposal.
6. Revenue derived from the sale of unserviceable or obsolete equipment or surplus items shall be credited to the appropriate school or Division accounts.

Reference: Section 60, 61, 113, 116, 200, 201, School Act

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