

DISPOSAL OF ASSETS

Background

Equipment and supplies no longer required are to be disposed of in an appropriate, orderly and ethical manner. Proceeds from the disposal of surplus items are to accrue to the originating site or budget centre. The disposal of surplus equipment and supplies shall be subject to the following procedures.

Procedures

1. The site administrator of a facility of the Division shall decide which items are to be disposed of.
2. In the case of school assets, all surplus items shall be communicated to the Administrators' Association and the Secretary Treasurer through the e-mail distribution list.
 - 2.1 Such communication shall include the name and description of the item, the number of items available, the asking price and the location of the goods.
 - 2.2 The surplus items shall be held for one (1) month after communication before proceeding with the disposal procedure.
 - 2.3 Other schools or sites within the Division will have the opportunity to purchase the surplus items either at the listed price or a negotiated price.
 - 2.4 The list price is not to be higher than the expected selling price to a party outside the Division.
3. In the case of other assets, the Secretary Treasurer or designate shall determine the process for internal communication, if applicable.
4. Process for Disposal
 - 4.1 Should the items not be sold to another site within the Division, the items for sale shall be advertised for sale by public tender, sold by public auction or donated to another educational or appropriate non-profit organization with approval by the Secretary-Treasurer.
 - 4.1.1 Responsibility for advertising or for delivering the item(s) for sale will remain with the site.
 - 4.1.2 In instances where the surplus item is being upgraded with a similar, more up to date item, the surplus item may be used for a trade in to the vendor supplying the new item.
 - 4.2 Notwithstanding clause 4.1, where surplus items to be sold consist of outdated surplus computer technology, an alternative to disposing by way of public auction or tender may be considered. In such an instance, computer technology that is deemed

surplus and is outdated may be disposed of by donating the equipment to community use.

- 4.3 In special circumstances the Secretary Treasurer may vary these procedures.
 - 4.3.1 Such approval must be documented in writing.
 - 4.3.2 In such instances the Secretary Treasurer shall ensure the financial interests of the Division are maintained and may establish a value for the sale.
- 4.4 In all cases where the asset was disposed of outside of the Division, the following must be provided to the Secretary Treasurer or designate:
 - 4.4.1 The proceeds from the disposal of assets.
 - 4.4.2 Copy of communication advertising the equipment.
 - 4.4.3 Evidence of sale (bill of sale or letter from Secretary Treasurer, in the case of special approval).

Adopted/Revised: JUN 2016/FEB 2017/NOV 2019

Reference: Section 33, 52, 53, 68, 222 Education Act
Disposition of Property Regulation 181/2010