

Administrative Procedure 518

DISPOSAL OF ASSETS

Background

Capital furnishings, equipment, and instructional supplies, may from time to time, become obsolete, unserviceable, or surplus to the Division's needs. Such items, valued at less than \$5,000, may be disposed of, subject to the Disposition of Property Regulations and the following procedures.

Procedures

1. The Secretary-Treasurer and Superintendent, in consultation with the principal, will determine those items to be disposed of, and in what manner.
 - 1.1 Furniture, etc. requires approval of Facilities Services.
 - 1.2 Capital equipment requires approval of Secretary-Treasurer
 - 1.3 Instructional supplies/materials are responsibility of principal.
2. Where the possibility exists that the item(s) for disposal may be of interest to others in the Division, this information will be sent to all schools and work sites.
3. For items considered suitable for sale, an estimated value will be established, in consultation with the Secretary-Treasurer.
4. Items for sale will be advertised by the establishment of a fixed price, by public tender, sealed bid, or sold by public auction. The Division reserves the right to establish reserve bids on any item.
5. Staff and students of the Division have the same right of access to items being disposed of as members of the public.
6. When disposing of assets, care is to be taken to ensure that inventories and/or insurance records are amended, where appropriate.

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

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