

Changes in technology, program closures, school closures or the upgrading of materials can result in surplus or obsolete furniture, equipment or materials. Disposing of surplus items minimizes cost and may allow the District a recovery on its initial investment. A centrally managed surplus disposal process ensures that when District equipment and materials are obsolete, beyond economical repair, unsafe, or of no further value to any school or department in the District, they are sold at the best possible price where there is a resale value.

Procedures

1. All equipment and materials in schools and departments are district property regardless of the source of funds involved in the purchase or whether the item was donated.
2. The Superintendent or designate shall periodically review the inventory of equipment, furniture and materials to determine whether they believe the items to be obsolete or surplus to the needs of the school.
3. Schools and departments shall not trade or sell surplus furniture, equipment, materials, books, or supplies (non-hazardous) unless items have a depreciated value of \$100 or less and such items are determined to be “beyond economical repair” by the Superintendent or designate. Such disposal may include selling for fund-raisers where appropriate (e.g. book fairs), donating, or scrapping.
4. Principals may consult with other Principals in the Division to determine if transferring surplus or obsolete material is desirable.
5. The Principal or Secretary-Treasurer will then submit a list of all surplus or obsolete material to the Superintendent who will decide which items will be disposed of and the manner of disposition.
6. If a decision is made to sell the items, the Secretary-Treasurer will advertise in the school or school community, advertise within the division or division community, advertise in local papers or other approved media, negotiate trade-ins on new purchases, disposal of items of insignificant or no value or other methods as approved by the Secretary-Treasurer all such items and receive closed tenders.
7. Normally the highest bid will be accepted; however, the Superintendent or designate in consultation with the Secretary-Treasurer, reserves the right not to approve the highest bid for reasonable cause.
8. Where public tender bids are not received, the Secretary-Treasurer will auction or price the items for sale. Preference will be given to Catholic school supporters.
9. Revenues from the sale of surplus goods will be placed in general revenues.
10. Before any technology or electronic equipment goes to the recycling program, the technology department may strip them for parts. Any equipment deemed marked for

recycling may be purchased by staff at the school, division or Catholic school supporters. The Secretary-Treasurer will reserve the right to approve a purchase or donation price for technology or electronic equipment.

Reviewed/Revised: March 2014 September 2021