

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 520

SUBJECT: DISPOSAL OF SURPLUS EQUIPMENT

Legal References: *Education Act: Section 171 (1)13 Powers of Boards: Provision of Supplies; Part IX Division A - General Finance; Section 286 Duties of Supervisory Officers: Supervise Business*

Related References: *Administrative Procedure 516 Purchasing Procedure*

1. Decisions About Surplus Equipment

This administrative procedure is established:

- 1.1 To ensure that all students within the district have access to their fair share of facilities and equipment.
- 1.2 To ensure that equipment and other assets that are surplus in one location are disposed of or relocated in a manner to facilitate equity.

2. Administrative Procedures

- 2.1 As appropriate, the principal, manager or person authorized by them, identifies an asset for disposal or relocation and places the item(s) on the surplus listing conference of *First Class*. This procedure allows other schools or other district sites to claim those items for reuse.
- 2.2 The value of an item(s) will be determined by the principal or manager in consultation with the manager of purchasing.
- 2.3 Items that are deemed unusable or beyond repair by the principal or manager in consultation with the purchasing manager, will be recycled where possible and not placed on *First Class*.
- 2.4 Individual items valued at \$200 or less, e.g., desks, chairs, shelving, etc., will be provided to schools or other district sites at no charge on a first come-first served basis. Confirmation to the person who placed the surplus listing may take place either by *First Class* or telephone. Once an item(s) is no longer available, an updated *First Class* message will be posted by the originator, advising of the changes. Any costs incurred with the transfer of the item(s) will be the responsibility of the receiving school.
- 2.5 Items valued above \$200, e.g., lathes, musical instruments, etc. will also be listed on *First Class*. The same process is followed, but the listing will also include an asking price for the item(s). If another school wants the item(s), that school can buy it from the original school at an agreed price. Any costs incurred with the transfer of the item(s) will be the responsibility of the receiving school.

- 2.6 In all cases, unless claimed, the item(s) will remain on the surplus listing for two school weeks. After that time, the manager of purchasing, in consultation with the principal or manager, will determine the best method to sell or dispose of the item(s). To ensure public accountability, in most cases, the item(s) will be sold by auction or tender. An exception will be made if the item is being traded in towards the purchase of a new replacement. The auction or tender process will be handled by the manager of purchasing.
- 2.7 Proceeds from the auction or tender will be remitted to the administration office for credit to the school or department, once all incurred costs from that sale have been paid. All cheques are to be made payable to "Avon Maitland District School Board".
- 2.8 **Disposal of Assets Donated to the Board**
- 2.8.1 From time to time, the board engages in partnerships with parents and/or service clubs to place furniture and equipment in schools for students' use.
- 2.8.2 In the case where this furniture or equipment is completely funded outside the board, disposition of this furniture or equipment will be at the discretion of the principal in consultation with the funding group and the manager of purchasing.
- 2.8.3 If a school closure occurs, every attempt will be made to move furniture and equipment to the school or schools receiving the students.
- 2.9 **Disposal of Computer Related Hardware**
- 2.9.1 In addition to following the procedure as above, the principal will also complete sections "A" and "B" of Form 520 Disposal/Relocation of Computer Related Assets, and submit it to the manager of information technology for approval.
- 2.9.2 The manager of information technology will review for approval the disposal or relocation request and, once approved, will coordinate the disposal or relocation with the principal.
- 2.9.3 Upon approval, the manager of information technology will complete section "C" and return the form to the school.

2.10 Record Keeping of Fixed Assets

The school secretary or other authorized person will record the disposal in the fixed asset inventory record, and complete section "D" of the form when applicable.