

Administrative Procedure 518 - Disposal of Assets

Background

Furnishings, equipment, and instructional supplies may, from time to time, become obsolete, unserviceable, or surplus to a school or the Division's needs. Such items may be disposed of based on the following conditions.

Procedures

1. Principals shall consult with the Secretary-Treasurer, regarding the disposal of items regarded as surplus to determine the most appropriate manner for disposal.
2. Where the possibility exists that the item(s) may be of use elsewhere in the Division, listings of surplus items shall be sent to all schools, work sites, etc.
3. For items considered suitable for sale, an estimated value shall be established, in consultation with the Secretary Treasurer, as necessary.
4. Proceeds from the sale or trade of assets must be reported to the Secretary-Treasurer and shall be retained by or credited to the school or department in which the item was located.
5. Items for sale outside of the Division shall 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.
 - 5.1. If the item to be sold has a value of more than \$50,000, the sale must be conducted in accordance with the *Disposition of Property Regulation AR 86/2019*
6. Staff and students of the Division have the same right of access to items being disposed of and under the same conditions as members of the public.
7. When disposing of assets, care is to be taken to ensure that inventories and/or insurance records are amended.
8. The Director of Technology Services is responsible for the safe and secure disposal of technology equipment. Prior to disposing of any computer equipment, the Director of Technology Services shall ensure that all information is removed from storage devices (i.e. hard drives) and the storage devices rendered inoperable.
9. Items to be disposed of in a landfill having no known further use shall be done in consultation with the Secretary-Treasurer. The environmental impact of any disposal must be examined before disposing of equipment or goods.

10. The donation of surplus equipment/supplies, which has no use in the Division, towards charities, non-profit community organizations, other educational institutions, etc., is encouraged as an alternative to disposal in a landfill.
11. Where the asset is valued at \$5,000 or higher or originally was valued at \$5,000 or higher, the budget manager must consult with the Secretary-Treasurer.
12. Where the asset to be disposed of is expected to be valued above \$20,000, the Secretary-Treasurer will require the approval of the Board prior to proceeding.

Reference: Section 33, 52, 53, 68, 222 Education Act
Disposition of Property Regulation AR 86/2019

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