

POLICY

No. B.11

DISPOSAL OF SURPLUS MATERIALS AND EQUIPMENT

*Adopted: 93-02-08
Amended: 98-07-06
Reviewed: 01-11-19
Reviewed: 05-03-14
Reviewed: 09-02-10
Reviewed: 11-11-08
Reviewed: 12-10-09
Reviewed: 14-01-13
Reviewed: 15-01-12
Reviewed: 15-10-13
Reviewed: 16-10-11
Reviewed: 17-10-10*

Policy

The disposal of surplus, obsolete or worn out equipment will be carried out in a business-like manner in accordance with the attached regulations.

The Board reserves the right to refuse the selling of surplus, obsolete or worn out equipment.

REGULATION

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Regulation

1. The Superintendent of Schools/Secretary-Treasurer may direct that surplus materials recovered due to replacement, obsolescence or otherwise surplus to requirements at every location in the District, be:
 - a. sold at a public auction;
 - b. sold by public or invited tender;
 - c. sold at a fixed price public sale;
 - d. sold privately (private sale shall be restricted to items valued at less than \$500.00 unless otherwise approved by the Board); or,
 - e. scrapped.
2. The Superintendent of Schools/Secretary-Treasurer may authorize the Operations Supervisor that materials and equipment identified as surplus be:
 - a. cannibalized for parts;
 - b. scrapped;
 - c. transferred between inventories;
 - d. traded in for credit against purchases.
3. Donations of materials or equipment to individuals or outside agencies shall be approved by the Board.
4. Principals and other managers in the District should inform the Superintendent of Schools/Secretary-Treasurer, at least on an annual basis, of materials and equipment that are surplus to their needs.
5.
 - a. A notice shall be posted in a public place in all communities within the District listing items being sold, ten days prior to such disposal taking place.
 - b. Any items disposed of, valued at \$500 or greater, will be reported at the next public Board meeting.