



File DKB

### **DISPOSAL OF SURPLUS AND OBSOLETE EQUIPMENT**

The Board recognizes that surplus or obsolete equipment/materials/textbooks may be of benefit to other schools, organizations, or individuals, and encourages proper disposal of same.

In an effort to prevent the accumulation of obsolete and/or surplus equipment, vehicles, furnishings, and building effects, and to provide equal access to sale items, the following procedures shall be followed:

1. Form BS-20-95/03 "Authorization for Equipment Transfers and Disposals" will be forwarded by the Principal/supervisor to Board Office for authorization by the Manager of Business & Finance before any equipment is permanently moved to another location. See DKB-E
2. Approved forms will be returned to the Principal/supervisor who will then arrange for the appropriate action. A copy of the approved form will be required by the Operations Dept. before picking up obsolete equipment or transferring items between schools.
3. The Business & Finance Department will use these forms in order to update Division inventory records.
4. Before authorizing a transfer to Operations for sale or disposal, the Business & Finance Department will forward a notice to all schools.
5. Major items will be advertised in the local newspaper.
6. Once a year, if quantities warrant, the Operations Department will conduct a public sale at the maintenance compound or arrange to join in the auction conducted by the City of Portage la Prairie.
7. The public will have equal access to all disposal items offered for sale.
8. All monies raised through the disposal of obsolete and/or surplus equipment, vehicles, furnishings and building effects shall be allocated under general revenues.
9. Items not deemed to be usable or saleable may be offered to non-profit charitable organizations at the discretion of the Superintendent/Secretary-Treasurer.

#### **Minor Items**

Minor items such as worn and obsolete textbooks, library books and magazines may be disposed of at the discretion of the Principal. Before disposing of usable textbooks, the Principal should ensure that they are not being used elsewhere in the Division. Any monies realized will be credited to the school.

See also: ES