

Administrative Procedure 518

DISPOSAL OF DIVISION PROPERTY

Background

Division property, such as furniture, equipment, books and other materials that have become obsolete, worn out, surplus or have otherwise lost their value, will be disposed of in an orderly and efficient manner.

Procedures

1. Principals will periodically review the inventory of equipment, furniture and materials in their facility to determine whether items are obsolete or surplus to the school needs.
2. Disposals of Division property which has been identified as surplus will be as follows:
 - 2.1 The item must first be offered to other schools/departments within the Division. The disposition of an asset to another school/department could be with or without financial consideration, depending on the age and condition of the surplus item.
 - 2.2 If the item is not acquired by another Division school/department then the asset must be disposed of through a public process, arranged through the Facilities department. It cannot be offered directly to Division staff.
3. Items no longer required by the system will be sold, donated, discarded or destroyed.
 - 3.1 Environmentally conscious procedures will be used for destruction.
 - 3.2 The Director of Finance will be notified of any disposals of capital items to ensure an accurate record of all capital assets.
 - 3.3 The Director of Finance will be notified of any disposal of a Division owned vehicle (including trailers) to ensure that insurance coverage is cancelled.
4. Net proceeds from the disposition of the asset will be credited to the budget of the seller.

Reference: Section 51, 52, 68, 192, 194, 222 Education Act
Disposition of Property Regulation 3/2001