



Administrative Procedure: Disposal of Surplus Material

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Definitions

Surplus Assets

Surplus assets are assets that are no longer needed by a school or the board office, that may or may not be usable by another school. Surplus assets include both assets in a good state of repair (ie. good quality furniture surplus as a result of declining enrolment) and obsolete assets.

Obsolete Assets

Obsolete assets are assets that are in poor condition, non-functioning, or beyond reasonable repair value or are no longer useable for technical reasons.

Procedures and Guidelines

The Superintendent, Principal or Manager responsible for a particular asset may declare it to be surplus to the needs of the Board or School after consultation with the Manager of Operations and Information Technologist, if the surplus asset is related to technology. Furthermore, the surplus asset may be declared obsolete.

Surplus Assets That Are Not Obsolete

For surplus assets that are not obsolete, the other schools will be contacted to inquire if the asset could be useful in their operations. Surplus assets are available to all schools on a first-come, first-served basis. The receiving school will have to make arrangements for transfer/delivery of the asset.

If, after a reasonable time of sending the notification, there is no interest in the asset, then the surplus asset will be sold in accordance with the following:

If the asset's original cost was greater than \$5,000 or if its current fair market value is estimated to be greater than \$1,000, then the surplus asset will be offered for sale to the general public and employees.

1. Notice of sale will be distributed to all schools and the board office for posting to employees. As well, notice of sale will be placed on the local community bulletin board(s) and/or the classified section of the local community web site, if one exists.
2. The notice will indicate the following:
 - a. closing date for bids to be received
 - b. contact person for submission of bid
 - c. method(s) allowed for submission of bids (ie. sealed envelope, e-mail, fax)
 - d. item is sold on an as-is basis
 - e. sold to highest bidder
 - f. purchaser is responsible for timely pickup of item
3. If the employee who is receiving the bids is interested in placing a bid on the surplus asset, he/she must submit their bid to one of the Board's Managers prior to receiving any other bids. In the case of one Manager receiving bids, they must submit their bid to the other Manager.
4. There will be no preference or benefits given to Board employees and Trustees in the sale of surplus assets, over the general public.
5. Any funds received for sale of the asset will be credited back to the budget account that originally funded the purchase of the asset. If that cannot be reasonably determined, funds will be credited to general revenues of the Board.
6. Documentation of results of the sale should be maintained in accordance with the record retention policy.

If the asset's original cost was less than \$5,000 or if its current fair market value is estimated to be less than \$1,000, then a selling price may be determined through consultation between:

- at least two members of senior administration, including the Managers, for sale at the board office
- the Principal and one other employee for a sale at a school location

Notice of sale will be made available to employees at the local site and possibly at other sites. Sales will be made on a first-come, first-served basis.

If after a reasonable time of sending the notification, there is no interest in the asset at the pre-determined price, then the surplus asset may be put up for sale at best offer. Otherwise, the surplus asset will be deemed obsolete.

If the surplus asset has not been sold, then negotiations for a trade-in on new equipment should be considered.

If the surplus asset has not been sold nor traded in, then the surplus asset should be considered for donation to a local Not-For-Profit Organization.

Obsolete Surplus Assets

Disposal

If the asset has not been sold nor been donated, then two members of senior administration including the Managers, will determine a method of disposal which would result in either the highest salvage value or lowest disposal cost to the Board. For a disposal at the school level, the Principal will consult with one of the Board Managers to determine the method of disposal.

Disposal should be conducted in an environmentally sound manner and respect local common practices for proper handling and recycling options as long as it is not cost prohibitive.

Disposal of Computers, Peripherals And Other Technology

The Information Technologist(s) in consultation with the appropriate Superintendent or Manager, shall have the authority to reallocate surplus computers, peripherals or other technology to any other school(s) or the board office. If the technology asset was purchased through the local school budget, school generated funds or donated to the school, then the school shall retain the right to override this authority and maintain the asset.

The Information Technologist(s) shall have the responsibility to determine when computers, peripherals and/or other technology are obsolete assets. The Information Technologist(s) may dispose of obsolete computers, peripherals or other technology by

selling or donating them on behalf of the Board to organizations listed in 2.3.4 or by disposing of them in an environmentally sound manner.

Authority

Final administrative authority with respect to all matters regarding surplus assets rests with the Director of Education or her/his designate.