



# Administrative Procedure: Disposal of Surplus Material

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## 1.0 Definitions

### 1.1 **Surplus Assets:**

- 1.1.1 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.

### 1.2 **Obsolete Assets:**

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

## 2.0 Procedures and Guidelines

- 2.1 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 Plant & Field Services Manager and if the surplus asset is related to technology the Information Technology Manager. Furthermore, the surplus asset may be declared obsolete.

## 3.0 Surplus Assets That Are Not Obsolete

- 3.1 For surplus assets that are not obsolete, the other Superior North Catholic District School Board 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, with the help of the Manager of Operations and/or the Information Technology Manager, will have to make arrangements for transfer/delivery of the asset.
- 3.2 If, after a reasonable time of sending the notification, there is no interest in the asset, then the surplus asset will be sold.
- 3.3 If the asset's current fair market value is **greater than \$1,000**, excluding technology, then the surplus asset will be offered for sale to the general public and employees in accordance with the following:
- 3.3.1 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 website, if one exists. The notice will indicate the following:
- closing date for bids to be received.
  - contact person for submission of bid.
  - method(s) allowed for submission of bids (ie. sealed envelope, email, fax)
  - item is sold on an as-is basis.
  - sold to highest bidder.
  - purchaser is responsible for timely pickup of item.

- 3.3.2 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.
  - 3.3.3 There will be no preference or benefits given to Board employees and Trustees in the sale of surplus assets, over the general public.
  - 3.3.4 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.
  - 3.3.5 Documentation of results of the sale should be maintained in accordance with the record retention policy.
- 3.4 If the asset's current fair market value is estimated to be **less than \$1,000**, excluding technology the Managers of Plant & Field and/or Information Technology will do the following:
- 3.4.1 The Managers of Plant or Information Technology and an administrator will donate the item(s) to other Superior North Catholic District School Board schools.
  - 3.4.2 In the event that no other schools claim the item(s) it can be donated locally.
  - 3.4.3 If the item(s) are not claimed then Plant and Information technology can dispose of the item(s) accordingly unless it is determined that the item(s) are obsolete.

## 4.0 Surplus Assets That Are Obsolete

- 4.1 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. For a disposal at the school level, the Principal will consult with one of the Board Managers to determine the method of disposal.
- 4.2 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.

## 5.0 Disposal of Computers, Peripherals And Other Technology

- 5.1 The Information Technologist(s) in consultation with the appropriate Superintendent, 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 school generated funds or donated to the school, then the school may retain the asset.
- 5.2 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, donating, or disposing of the item(s) in an environmentally sound manner

## 6.0 Authority

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