

Procedure Title	Furniture, Fixtures and Equipment - Disposal		
Date of Issue	November 28, 1998	Related Policy	BP 3501-D
Revision Dates	December 20, 2005; June 12, 2013; October 9, 2013; November 1, 2017	Related Forms	
Review Date		Originator	Administrative Council
References			
AP 4120-D "Tangible Capital Assets"; AP 3502-D "Purchasing – Donated Assets"			

1.0 RATIONALE

- 1.1 Recognizing the need to get the best use of all resources, the board expects sharing of underutilized assets among schools and other board facilities. Shared use of assets by several schools and the offering of an item no longer needed by one school to other schools for their use is expected in the system before the asset is deemed surplus to the system. Prior to being disposed of these items will be offered to all other sites in the appropriate manner.
- 1.2 If any items are subsequently declared obsolete to the system then they will be disposed of in accordance with the following procedure.

2.0 DEFINITIONS

Surplus Equipment

Surplus equipment is equipment not needed at a particular school but may be useful to other schools in the system.

Obsolete Equipment

Obsolete equipment is equipment that is no longer useful to the system (including obsolete computers).

3.0 PROCEDURE

3.1 Surplus Furniture and Equipment (Including Fixtures)

- i. When furniture or equipment is deemed surplus at a specific school, the principal, or designate, will document and itemize all surplus items, and notify the supervisor of purchasing.
- ii. The supervisor of purchasing and/or assistant manager – facility services (or designate) will verify vendor contracts to ensure that contractual obligations have been met. Obligations related to donated furniture and equipment will also be verified, where applicable.
- iii. Upon confirmation by the supervisor of purchasing and assistant manager – facility services, the principal, or designate, will broadcast the availability of the item(s) on the O365 SharePoint - School Swap Shop. Furniture and equipment which appears on O365 SharePoint - School Swap Shop may be purchased by a principal for school use. The price will be established by mutual consent, or upon request by the supervisor of purchasing. Funds will be transferred by journal entry. Transfer of the equipment or furniture will be handled through regular internal or external courier. For larger items, the principal will consult with the supervisor of purchasing and assistant manager – facility services regarding appropriate transfer procedures.

- iv. If the item(s) broadcasted are not sold the principal will retain the item(s) at the school and in consultation with the supervisor of purchasing and assistant manager – facility services will dispose of the item(s). Please refer to AP 4120-D “Tangible Capital Assets”.
- v. When an item of furniture or equipment is being replaced with a similar item, the supervisor of purchasing, in consultation with the principal, may choose to trade the surplus item to the vendor from whom the new equipment is being purchased.

3.2 Obsolete Furniture and Equipment (Including Fixtures)

- i. Equipment may be deemed to be obsolete by the principal’s written recommendation to the supervisor of purchasing, and may be required to transport to a central location for disposal. The disposal of all obsolete furniture and equipment shall be conducted through the supervisor of purchasing and assistant manager – facility services, in consultation with the principal.
- ii. Sales of obsolete equipment shall be advertised by public tender to the highest bidder, or by auction, or by pre-determined fixed price. The method of sale will be predetermined by the supervisor of purchasing.

Note: Obsolete technology will be dealt with in the same manner as other equipment or by current contract agreement.

3.3 Funds Realized From Transfer of Surplus or Obsolete Furniture and Equipment (Including Fixtures)

- i. All funds realized from the transfer of goods between schools or the disposal of items at the school level shall be credited to a school budget account designated by the principal. If the school is closing, then the appropriate account will be designated by the area superintendent of education. Funds from the disposal of obsolete equipment are credited to the general revenues of the board.
- ii. The school inventory list must be updated after transactions under this procedure.

NOTE: This procedure applies to all employees and departments of the board and thus, wherever necessary, the proper reference is to be substituted for school principal.