

Disposal of Surplus Furniture, Equipment and Materials

- 1.0 Furniture, equipment and materials may be disposed of by trade-in, sale, auction, electronic bidding, storage and scrap coordinated through the Board Purchasing department.

No direct sale to employees is allowed without due process as herein prescribed.

- 1.1 In reference to the disposal of goods at Schools, the internal transfer/exchange to another school or a shop (arrangement made between schools) will take precedence.

If there is no transfer or exchange, the Principal will submit to their appropriate Superintendent of Education for approval, a proposal to conduct a sale. All requests must indicate the following:

- description of the good(s) to be sold
- date and place of sale
- recommended method of advertising i.e. notice in all schools and offices, notices to students and parents, e-mail, and public advertisements

Upon receipt of the approval, the school shall notify the Purchasing Department.

It shall be the responsibility of the Purchasing Department to estimate the value of the good(s) to be sold and to assign reserve bids.

- 1.2 Sales of goods may be held at individual schools, or clusters of schools, as often as is deemed reasonable taking into consideration the quantity of goods and values. Sales will be by sealed bids and are to be administered and witnessed by the appropriate Principals. The opening of bids is to take place following closing date and time.
- 1.3 Proceeds from the sale of goods, less expenses, shall be forwarded to the Manager of Accounting of the Board and credited to the school/department account. All such funds will be accompanied by a report of the good(s) sold, and the amounts received for each to the Manager of Accounting and Manager of Purchasing. The report will also include a list of all bids received, awards and a list of the items remaining unsold.
- 1.4 The Purchasing Department staff shall be responsible for the storage of surplus Furniture, Equipment and Materials, subject to available space. All goods received by Purchasing for storage will be automatically relinquished by the school, unless otherwise arranged.

Appendix:

None

Effective Date

94-06-27

Amended/Reviewed

2006-08-09

2010-03-22

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