

## DISPOSAL OF DIVISION PROPERTY

### Background

Rapid changes in technology, program changes or school closures can result in surplus or obsolete furniture, equipment or materials. Disposition of these items is important to maintain an orderly environment within Division facilities.

The Division supports the development and use of an orderly process to dispose of surplus or obsolete equipment, furniture and materials.

### Guidelines

1. School Principals and the supervisor of operations and maintenance 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. A list of equipment, furniture and materials no longer required by the school/facility will be submitted to the Secretary-Treasurer for review. (Form F-515)
3. The Secretary-Treasurer and the supervisor of operations and maintenance will determine whether any of the surplus items could be used in other schools/facilities and facilitate their transfer to the new locations as appropriate.
4. Items no longer required by the system will be discarded, destroyed or sold.
5. Revenues derived from the sale of surplus goods will be placed in the appropriate school or Division account.

### Procedures

1. The Secretary-Treasurer will determine what furniture, equipment and materials are to be destroyed, discarded or sold.
2. Whenever feasible, such furniture, equipment or materials will be disposed of by public auction or sale.