

Administrative Procedure 519

DISPOSAL OF PROPERTY

Background

Surplus materials and obsolete items accumulate in schools, administrative offices, and maintenance departments. There is a need to dispose of such things as textbooks, library books, building supplies, and other materials which are surplus, obsolete or become unusable because of the state of repair.

Procedures

1. Small pieces of equipment that have an estimated value of less than \$250 may be disposed of through the school by auction, public notice, donation to charity, or transfer to another school.
2. Every item that has an estimated value exceeding \$250, which is to be disposed of shall be listed and submitted to the Secretary-Treasurer, and disposed of as in procedure 1.
3. The Secretary-Treasurer shall approve the disposal of any single item that has an estimated value of \$5,000 or more. Disposal shall be in accordance with procedure 1.
4. Out of date books shall be given to whomever wishes them and books not wanted shall be recycled or destroyed. All schools shall be made aware of surplus books through a list circulated by the school.
5. When new equipment is being purchased, old equipment may be traded-in.
6. Any revenue generated through the sale of equipment shall be forwarded to Division Office, with the amount credited to the school accounts net of disposal costs.

Reference: Section 60, 61, 200, 201, School Act