

## **DISPOSAL OF DIVISION PROPERTY**

### **Background**

Division property, such as furniture, equipment, books and other materials that have become obsolete, worn out, surplus or have otherwise lost their value, shall be disposed of in an orderly and efficient manner.

### **Procedures**

1. Principals and department leaders will periodically review the inventory of equipment, furniture and materials in their facility to determine whether items are obsolete or surplus to their operational needs.
2. A list of equipment, furniture and materials no longer required by the school or department will be circulated to all Principals and department leaders.
3. Any of the surplus items that could be used in other schools or departments will be provided at no cost. If more than one location is requesting the items, the decision shall rest with the Secretary-Treasurer. The receiving school or department will facilitate the transfer of the items at their cost to the new location.
4. Items no longer required by the system will be sold, donated, discarded or destroyed.
  - 4.1 Sales of surplus equipment shall be at fair market value.
  - 4.2 Environmentally conscious procedures shall be used for destruction. For example, disposal of electronic equipment should be done utilizing Alberta's electronic recycling program.
  - 4.3 Before the sale or disposal of electronic equipment that can store electronic data, the equipment must be wiped of all data or reset to factory settings.
  - 4.4 Revenues derived from the sale of surplus goods will be returned to the budget that paid for the items.

Reference: Section 60, 61, 113, 116, 200, 201 School Act  
Disposition of Property Regulation 3/2001

Revised January, 2014