



## Administrative Procedures

<b>AP-703</b>	<b>Date of implementation:</b> May 30, 2019
	<b>Date of update:</b>
	<b>Related Administrative Procedures:</b>
<b>DISPOSAL OF PROPERTY</b>	

**Purpose:** Public resources have funded the purchases and, therefore, all disposals shall be made in an open and transparent manner with equal opportunity to all potential purchasers. Surplus materials and obsolete items accumulate in schools, administrative offices and in maintenance and transportation departments. There is a need to dispose of such things as textbooks, library books, building supplies and other materials that are surplus, obsolete or become unusable because of the state of repair.

**Procedure:**

- 1) Small pieces of equipment that have an estimated value of less than Two Hundred and Fifty Dollars (\$250) may be disposed of through the school by transfer to another school, auction, public notice or donation to charity.
- 2) Every item that has an estimated value exceeding Two Hundred and Fifty Dollars (\$250) shall be listed and submitted to the CFO, and disposed of as in clause (1) above.
- 3) A surplus asset appraised at a value greater than Two Thousand Five Hundred Dollars (\$2,500) shall be disposed of in accordance with *The Education Act, 1995*.
- 4) All schools shall be made aware of surplus materials through a list circulated by the school using the Division portal.
- 5) When new equipment is being purchased, old equipment may be traded-in.
- 6) Any revenue generated through the sale of equipment purchased with Division funds shall be forwarded to the Division, with the amount credited to the general revenue accounts.
  - a) Any revenue generated through the sale of equipment purchased with school-generated or school community council funds will be credited to the appropriate expense account.
  - b) Upon approval of the CFO, in exceptional circumstances, the proceeds of disposal may be used to offset the purchase of replacement equipment.

**References:**

[\*The Education Act, 1995\*](#)