

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name: Disposal of Non-Required Materials and Equipment

Policy Type: Business Administration

Number: 4040

Date Approved: November 28, 2005

Legal Reference: *The Education Act, 1995*: Section 347

The Board of Education approves of the disposal of furniture, equipment and materials that are no longer required by the school division.

Guidelines:

1. Items should only be disposed of when there is no use for the item at any other plant within the school division.
2. Items identified as having no value should be disposed of in the sanitary landfill.
3. Items identified as having value must be offered for sale to the general public. No individual should have any advantage with respect to the purchase of items from the school division.

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ADMINISTRATIVE PROCEDURES

The following procedures shall apply to the disposal of equipment and materials owned by the school division.

1. The Superintendent of Business Administration of the school division shall be responsible to ensure that the disposal of equipment and materials is done in accordance with *The Education Act, 1995* and this policy.
2. All requests for disposal of items not required shall be submitted on the attached form to the Superintendent of Business Administration and shall be signed by the Principal, Senior Administrator or Supervisor.
3. A list of items of perceived value shall be compiled and circulated to all principals to allow for further use of these articles at other plants. No cost will be involved in transfers from one facility to another.
4. The Superintendent of Facilities shall be responsible for collecting and disposing all items identified as surplus in the appropriate manner. Approved methods of disposal are:
 - a) by transfer to another facility;
 - b) by disposal in a sanitary land fill;
 - c) by sale to the general public.
5. All items disposed of shall be removed from the Division's asset listing and insurance appraisal.
6. Net proceeds from the sale of items shall be placed in general school division revenues.