

Administrative Procedure 630

DISPOSAL OF NON-REQUIRED MATERIALS AND EQUIPMENT

Background

The Division approves of the disposal of furniture, equipment and materials that are no longer required by the school division. Items should only be disposed of when there is no use for the item at any other plant within the school division. Items identified as having no value should be disposed of in the sanitary landfill. 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.

Procedures

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

1. The Superintendent of Facilities shall ensure that the disposal of equipment and materials is done in accordance with *The Education Act, 1995*, and this Administrative Procedure.
2. All requests for disposal of items not required shall be submitted on the attached form to the Superintendent of Facilities (Appendix A) and shall be signed by the principal-or supervisor.
3. A list of items of perceived value shall be compiled by the Superintendent of Facilities and circulated to all principals to allow for further use of these articles at other sites. No cost will be involved in transfers from one site 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:
 - 4.1 By transfer to another facility;
 - 4.2 By disposal in a sanitary land fill;
 - 4.3 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.

Reference: Section 85, 87, 347, *The Education Act, 1995*

Approved: May 12, 2014; March 8, 2021

Administrative Procedure 525 – Appendix A

EQUIPMENT/MATERIALS & SUPPLIES DISPOSAL FORM

Provide information on all equipment/material that are no longer required at your school. Please provide as much detail as possible for the subsequent sale/disposal of these items.

Name of School/Facility: _____

EQUIPMENT (IDENTIFY EACH ITEM OF EQUIPMENT INDIVIDUALLY)				
Item	Make/Model	Serial No.	Condition	Year

Item	Description	Quantity	Condition

Principal's Signature

Saskatchewan Rivers Public School Division

Education Centre
545 – 11th Street East
Prince Albert, SK S6V 1B1

ATTENTION: Superintendent of Facilities