

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name SURPLUS EQUIPMENT, FURNITURE & BOOKS

304

Board Approved: March 12, 1999

Reviewed: February 20, 2007

Reviewed: December 3, 2004

Review Prior To: December 2012

Revised: October 28, 2002

POLICY

It is the policy of the Superior-Greenstone District School Board to utilize all furniture, equipment and books to the fullest extent. In the event an item is surplus to the needs of the school, obsolete or beyond reasonable repair disposal shall be designed to maximize the return for the Board.

Disposal of surplus or obsolete furniture, equipment and books shall be handled in an economical and environmentally acceptable manner.

PROCEDURES

1.0 Surplus Furniture, Equipment and Books

Items declared surplus shall be reported to the Superintendent of Business and serve as the primary source to fulfill Board requirements.

2.0 Obsolete Furniture, Equipment and Books

Items deemed to be beyond reasonable repair will be declared obsolete and disposed of as outlined below.

3.0 Disposal Process

Items that have been determined to have no further use in the system shall be approved by the Superintendent of Business for disposal by one of the following methods:

- 3.1 trade in on new purchase
- 3.2 public sale
- 3.3 recycled
- 3.4 donated to an approved charity
- 3.5 disposed of in an environmentally acceptable manner

4.0 Non-Preferred Purchasers

Obsolete items may not be sold to members of the Board or employees unless such sale occurs through a public sale.