

## SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BUSINESS AND TRANSPORTATION		
Policy Name	SURPLUS EQUIPMENT, FURNITURE & BOOKS		304
Board Approved:	March 26, 2019 September 18, 2012 March 12, 1999	Reviewed January 8, 2019 September 4, 2012 February 20, 2007 December 3, 2004 October 28, 2002	Review By: December 2024

### POLICY

It is the policy of the Superior-Greenstone District School Board to utilize all furniture, equipment and books to the fullest extent. [The Board recognizes the importance of a process for the disposal of damaged or obsolete items. 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

[A principal or manager who declares items as surplus will take reasonable steps to offer the items to other schools or sites of the board. Items declared surplus that are not claimed by other schools or sites shall be reported to the Superintendent of Business/Manager of Plant Services for disposal 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~~ declared obsolete or surplus shall be approved by the [Manager of Plant Services in consultation with the Superintendent of Business](#) for disposal by one of the following methods:

- trade in on new purchase
- [stripped of parts and used for other repairs](#)
- public sale
- recycled
- donated to an approved charity [or community](#)
- disposed of in an environmentally acceptable manner

#### 4.0 ~~Non-Preferred Purchasers~~ [Public Sale](#)

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

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The Manager of Plant Services will prepare a list of items available for sale, establishing a reasonable price for each item. The list will be made available to local and area educational institutions, with a limited time first right of refusal.

Items remaining will be offered for public sale through a fair and open process. This process may include a sale by bid through a web based service (i.e. Marketplace, The Board's website) or a public auction. In the case of a public auction, the time and location will be advertised on the Boards website and/or through the local media.

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

The Manager of Plant Services and Superintendent of Business and Corporate Services will have some discretion in the disposal process, within the spirit of these guidelines