

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

---

*Section* BUSINESS AND TRANSPORTATION

*Policy Name* SURPLUS EQUIPMENT, FURNITURE & BOOKS

304

---

<i>Board Approved:</i> March 26, 2019 September 18, 2012 March 12, 1999	<i>Reviewed</i> January 8, 2019 September 4, 2012 February 20, 2007 December 3, 2004 October 28, 2002	<i>Review By:</i> 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. 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:

- trade in on new purchase
- public sale
- recycled
- donated to an approved charity
- 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.