

SCHOOL EQUIPMENT DISPOSAL

Background

When equipment, books, or materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Secretary Treasurer may authorize their disposal in a manner to the District's best advantage.

Procedures

1. Items having resale value will be sold to approved dealers, with or without closed bids, depending upon the estimated value of the item(s) and in accordance with the purchasing/bidding procedures as outlined in Administrative Procedure 515 - Purchasing.
 - 1.1. A register of approved dealers will be maintained. These dealers will have given satisfactory proof of financial responsibility.
 - 1.2. When material, furniture, or equipment is offered for sale, the Manager, Purchasing and Material Services will inform the approved dealers by letter, in duplicate, with a self-addressed envelope. The letter will describe the items offered, the place and time that they may be inspected, and the deadline for the submission of bids. The copy of the letter will be signed by the dealer or their authorized representative and will state in the space provided the amount of the dealer's bid; this letter will be returned to the Manager, Purchasing and Material Services in the self-addressed envelope.
 - 1.3. Failure to reply to two successive requests for bids will automatically disqualify the dealer, and the name will be removed from the approved list.
2. Items of no resale or of insufficient value to defray the cost of sale may be disposed of for junk value and/or taken to the refuse collection centre.
3. Sale of Property to Employees
 - 3.1. Certain articles of furniture and equipment no longer of use to the District are, from time to time, sold to junk dealers or other interested parties.
 - 3.2. The District does not sell such articles to its employees; employees who wish to purchase them must do so only at the dealer's warehouse in non-working hours. Employees may not purchase such materials directly from District buildings.

Reference: Sections 22, 23, 65, 85 School Act

Adopted: November 15, 1963

Revised: February 1977; August 1, 1990; October 18, 1982; September 1994; January 1999; September 24, 2018