



## XXXX: Disposal of Surplus Assets (A/P)

Approved: 24 05 14

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### BACKGROUND

All Assets owned by the Board of Education that are no longer required for program purposes, become obsolete, or have outlived their useful lives, will be considered surplus and are to be disposed of in accordance with the following administrative procedures.

In accordance with the *School Act*, surplus or obsolete assets shall be disposed of in accordance with the following procedures as established by the Board of Education. Procedures must ensure that any surplus asset that is purchased by the Board of Education is disposed of in a way that maximizes the financial return to the Board. The Secretary-Treasurer may authorize their disposal in a manner to the District's best advantage.

### PROCEDURE

1. A surplus asset as described in the administrative procedure, includes, but is not limited to, vehicles, equipment, office furniture, computer equipment, electronic waste, library and textbooks, and other supplies.
2. Assets that are found to be surplus assets may be distributed to other schools or locations within the district. The Operations department shall coordinate the relocation of surplus assets within the District.
3. If surplus assets are deemed not needed for any other purpose in the district and are in saleable condition may be sold to the public.
  - 3.1. Surplus items that are in saleable condition shall be listed and put out to public auction. The Operations department shall manage the sale of such items.
  - 3.2. Occasionally offers may be received on individual items awaiting disposal. Items that have a realizable sale value of under \$200, the offer may be considered and accepted by the Secretary-Treasurer in consultation with the Operations department.
  - 3.3. Items with a value above \$200, the sale shall be by competitive bid or auction.
  - 3.4. Any sale of surplus item to a Trustee or employee of the Board shall be governed by the procedures described in this section.
  - 3.5. Proceeds from the sale of surplus assets shall be applied against the costs of conducting the sale of surplus assets. Additional revenue shall be credited toward general Board revenues.



4. All Items that are beyond a reasonable repair, have no value at the time of sale shall be deemed to be scrap.
  - 4.1. Any item that has been deemed to be scrap, must be disposed of by the Operations department using the most environmentally efficient manner.
  - 4.2. The procedures for disposal must be fair, transparent and open to review.

#### **RESOURCES AND REFERENCES**

Policy 331: Disposal of Surplus or Obsolete Equipment  
School District 27 Cariboo-Chilcotin Policy 650 – Disposal of Assets  
School District 35 Langley Administrative Procedure 518 School Assets Disposal