

Administrative Procedure 518

DISPOSAL OF DIVISION PROPERTY

Background

Changes in technology, program and school closures, or the need to upgrade materials can result in surplus or obsolete furniture, equipment or materials. Disposition of these materials is necessary in order to maintain an orderly environment within Division facilities.

Procedures

1. Principals and facility managers shall periodically review the inventory of equipment, furniture and materials in their facility to determine whether items are obsolete or surplus to the school needs.
2. A list of equipment, furniture and materials no longer required by the school/facility shall be submitted by the Principal to the Secretary Treasurer for review.
3. The Secretary Treasurer shall determine whether any of the surplus items could be used in other schools/facilities and facilitate their transfer to the new locations as appropriate.
4. Items no longer required by the system will be discarded, destroyed or sold in accordance with Alberta Regulation 181/2010, Disposition of Property.
5. Prior Board approval is required for the disposal of items valued at \$10,000 or more.
6. If a decision is made to sell items, the Secretary Treasurer shall advertise in the local papers or other approved media and receive closed tenders.
7. Where public tender bids are not received, or the items do not have sufficient values to warrant tenders, the Secretary Treasurer shall auction or price the items for sale.
8. Proceeds from the sale of obsolete or surplus goods shall be credited to the holder of said goods (i.e. the individual school).
9. Discarded textbooks and library materials will be collected annually and transported to a convenient recycling system.

Reference: Section 52, 53, 68, 192, 194, 222 Education Act
Disposition of Property Regulation 003/2001