



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2015</b>	<i>Replacing</i> <b>All previous policies</b>
<i>Review Date</i> <b>2020</b>	<i>Page</i> <b>1 of 3</b>
<i>Contact Person/Department</i> <b>Superintendent of Business</b>	<i>Identification</i> <b>BU - 3540</b>

## **DISPOSAL OF OBSOLETE OR SURPLUS FURNITURE AND EQUIPMENT**

### **1.0 PURPOSE**

Trillium Lakelands District School Board recognizes that there are occasions where articles, furniture or equipment become obsolete or surplus to the needs of a particular location or to the system as a whole, and relocation or disposal of the material is required.

### **2.0 REFERENCES/RELATED DOCUMENTS**

2.1 Procurement of Goods and Services Procedure – BU-3016

### **3.0 TERMS AND DEFINITIONS**

- 3.1 Obsolete – Furniture and equipment that is no longer useful at the location because of changing technology or a change in the delivery of educational programs;
- 3.2 Surplus – Furniture and equipment that has not been used at the location for a period of a full year;
- 3.3 Tender – A formal written request for price submissions for the purchase of surplus furniture and equipment;
- 3.4 Public Auction – An auction that follows traditional auction procedures and gives prospective buyers a description of the property to be auctioned off or sold.

### **4.0 ADMINISTRATIVE PROCEDURE**

- 4.1 The location should dispose of furniture and equipment that is damaged beyond economic repair. Arrangements may be made with Purchasing for disposal if the quantities of such furniture and equipment are significant.
- 4.2 At least annually, the Purchasing Supervisor will request Managers and Principals to advise of any surplus or obsolete furniture and equipment at the location. The Purchasing Supervisor will establish an estimated disposal value, if applicable.

- 4.3 All locations will periodically have the opportunity to requisition surplus or obsolete furniture and equipment from other locations. Any items requisitioned by another location will be distributed on a first come basis.
- 4.4 The Purchasing Supervisor, on the approval of the Superintendent of Business, will dispose of any items not requisitioned by another location. The Purchasing Supervisor will use the following methods to dispose of any surplus equipment or furniture:
- a) sale by tender;
  - b) sale by public auction;
  - c) sale to scrap dealer;
  - d) requesting the principal to dispose of some or all materials to the highest bidder within the school and advising on procedures to be followed; or
  - e) if of no value, removal to the appropriate waste disposal facility.
- 4.5 This procedure is not applicable in special circumstances such as closure of a worksite, program discontinuation or a major renovation project. In these situations, special arrangements will be made by the Purchasing Supervisor in consultation with the Manager or Principal.
- 4.6 The manager or principal shall complete the attached form "Surplus Furniture/Equipment Report" (Appendix 1) and forward it to the Board's Purchasing Supervisor.

## **5.0 APPENDICES**

- 5.1 Appendix 1 – Surplus Furniture/Equipment Report



## SURPLUS FURNITURE/EQUIPMENT REPORT

Location Name \_\_\_\_\_

School or Location Dept. \_\_\_\_\_ Date \_\_\_\_\_

**Equipment:**

DESCRIPTION	MANUFACTURER	SERIAL #	CONDITION GOOD/FAIR/POOR	ACTION

**Furniture:**

DESCRIPTION	TYPE/STYLE	QUANTITY	SIZE, HEIGHT, ETC.	CONDITION GOOD/FAIR/POOR	ACTION

The "School Department" is the department in which the item(s) is/are used in the school.

The department disposing of the item will complete the column with the heading "Action" above and indicate Sell, Transfer or Disposal.

This form should be forwarded to the Purchasing Supervisor.