



DISPOSAL OF DIVISION PROPERTY

Background

Capital equipment, other equipment, furniture, and materials, may from time to time, become obsolete, unserviceable, or surplus to the Division's needs.

Procedures

1. Principals and the Director of Facilities and Technology will periodically review the inventory of equipment, furniture and materials in their school or departments to determine whether items are obsolete or surplus.
2. A list of equipment, furniture and materials no longer required by the school or department will be submitted to the Secretary Treasurer for review.
3. The Secretary Treasurer and the Director of Facilities and Technology will determine whether any of the surplus items could be used in other schools or departments and facilitate their transfer to the new locations as appropriate.
4. Items no longer required by the Division will be discarded, destroyed, or sold by public auction or sale.
5. Revenues derived from the sale of surplus goods will be placed in the appropriate school or Division account.

Reference: Section 33, 52, 53, 68, 222 Education Act
Disposition of Property Regulation 3/2001